



# Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

**Board of Selectmen Agenda  
Regular Meeting  
Thursday, August 17, 2017  
Colchester Town Hall  
Immediately following Town Hall Meeting at 7pm**

RECEIVED  
COLCHESTER, CT  
2017 AUG 14 AM 9:22  
*Gayle Furman*  
GAYLE FURMAN  
TOWN CLERK

1. Call to Order
2. Additions to the Agenda
3. Citizen's Comments
4. Consent Agenda
  1. Approve Youth Service Bureau Grant Program
  2. Approve Youth Service Bureau Enhancement Grant Program
5. Approve Minutes of the July 20, 2017 Regular Commission Chairmen Meeting
6. Approve Minutes of the July 20, 2017 Regular Board of Selectmen Meeting
7. Approve Minutes of the August 7, 2017 Special Board of Selectmen Meeting
8. Boards and Commissions – Interviews and/or Possible Appointments
  - a. Parks and Recreation – Tracey Bruni possible appointment for a four year term to expire 11/1/2019
  - b. Economic Development Commission – Michael Hinchliffe to be interviewed
9. Discussion and Possible Action on Section 5310A Funding for Vehicle Replacement
10. Discussion and Possible Action on Section 5310 Funding Award
11. Discussion on Remotely Controlled Aircraft (Drones)
12. Discussion and Possible Action on Town Issued Purchasing Cards
13. Citizen's Comments
14. First Selectman's Report
15. Liaison Reports
16. Adjourn

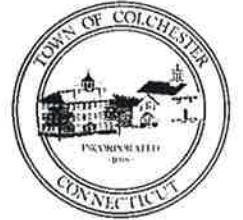


## Colchester Youth & Social Services

127 Norwich Avenue, Suite 205, Colchester, Connecticut 06415

P: 860-537-7255 F: 860-537-1731 E: [youthservices@colchesterct.gov](mailto:youthservices@colchesterct.gov)

[www.colchesterct.gov](http://www.colchesterct.gov)



# Memo

**To:** Board of Selectman  
**From:** Valerie Geato   
**Date:** July 31, 2017  
**Re:** YSB Grant

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### Recommended Motion

Approve the application for the YSB Grant Program and the YSB Enhancement Grant Program and authorize the First Selectman to sign all necessary documents.

1) The purpose of the YSB Grant Program and the YSB Enhancement Grant program is to assist municipalities and private youth-serving organizations designated to act as agents for municipalities in establishing, maintaining or expanding such youth service bureaus. See Connecticut General Statutes, Section 10-19n. Services that may be provided include:

- recreational activities;
- individual and group counseling;
- parent training and family therapy;
- work placement and employment counseling;
- alternative and special educational opportunities;
- outreach programs;
- teen pregnancy services;
- suspension/expulsion services;
- diversion from juvenile justice services;
- prevention programs including youth pregnancy, suicide, violence, alcohol and drug
- programs that develop positive youth involvement.

**CONNECTICUT STATE DEPARTMENT OF EDUCATION  
OFFICE OF STUDENT SUPPORTS AND ORGANIZATIONAL  
EFFECTIVENESS  
BUREAU OF HEALTH/NUTRITION, FAMILY SERVICES AND  
ADULT EDUCATION**

*Application for Funds*

**YOUTH SERVICE BUREAU GRANT PROGRAM  
July 1, 2017 – June 30, 2019**

**Purpose:** To assist municipalities or private agencies serving youth, which are designated to act as agents for such municipalities, in establishing, maintaining or expanding such Youth Service Bureaus.

Pursuant to Sections 10-19m through 10-19o of the Connecticut General Statutes.

Applications Due: July 31, 2017

Published: June 22, 2017  
RFP #120

## Connecticut State Department of Education



CONNECTICUT STATE  
DEPARTMENT OF EDUCATION

Dianna R. Wentzell  
Commissioner of Education

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Connecticut State Department of Education  
450 Columbus Boulevard, Suite 607  
Hartford, CT 06103  
860-807-2071  
[Levy.Gillespie@ct.gov](mailto:Levy.Gillespie@ct.gov)

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## **Purpose and General Information**

The purpose of the Youth Service Bureaus (YSBs) Grant Program is to assist municipalities and private youth-serving organizations designated to act as agents for municipalities in establishing, maintaining or expanding such YSBs. See Connecticut General Statutes (C.G.S.), Section 10-19n.

## **Overview**

Local communities began to develop YSBs in the 1960's as a response to a growing number of issues affecting youth. The role of the YSBs has been expanded to include both advocacy and coordination of a comprehensive service delivery system for youth. YSBs are organized to provide:

1. Administrative services, including an assessment of youth needs and the coordination of services for youth.
2. Direct services for youth that may include:
  - recreational activities;
  - individual and group counseling;
  - parent training and family therapy;
  - work placement and employment counseling;
  - alternative and special educational opportunities;
  - outreach programs;
  - teen pregnancy services;
  - suspension/expulsion services;
  - diversion from juvenile justice services;
  - preventive programs including youth pregnancy, youth suicide, violence, alcohol and drug use; and
  - programs that develop positive youth involvement.
3. Administrative core unit functions which include:
  - general administration;
  - research;
  - resource development;
  - community involvement; and
  - youth advocacy.

Additionally, each YSB is required to have an advisory board responsible for making recommendations on overall policy and program direction of the YSB.

The number of YSBs participating in the grant program has increased from 56 YSBs serving 71 towns in 1979-80 to 101 bureaus serving 145 towns in 2016-17. State funding for the grant program has increased from \$900,000 in 1979-80 to a high of \$3.3 million in 1994-95. The program was funded at \$2,929,483 in 2016-17.

### **Who May Apply?**

Connecticut General Statutes (C.G.S.) Section 10-19o, (formerly Sec. 17a-40a) provides that:

“Only youth service bureaus which were eligible to receive grants pursuant to this section for the fiscal year ending June 30, 2007, or which applied for a grant by June 30, 2012, with prior approval of the town’s contribution pursuant to subsection (b) of this section, or which applied for a grant during the fiscal year ending June 30, 2015, shall be eligible for a grant pursuant to this section for any fiscal year commencing on or after July 1, 2012.”

There are 107 eligible YSBs. The list of eligible towns and designated private youth-serving agencies is included in Appendix B.

### **Grant Award Period**

The grant award is for the two-year period July 1, 2017 through June 30, 2019. Each grantee must submit an annual budget for approval by the Connecticut State Department of Education (CSDE). Funding is contingent on the amount of YSB funds available in the state budget each year.

### **Available Funds and Local Match Requirements**

The Connecticut General Assembly appropriated \$2,929,483 for the YSB Grant Program for fiscal years 2016 and 2017. Ninety-eight percent of these funds were distributed to the eligible YSBs and towns. Each YSB is eligible for a minimum grant of \$14,000. YSBs that received a grant in excess of \$15,000 in 1994-95 are eligible for a proportionate share of the remaining appropriation. Additionally, each town must contribute an amount equal to the amount of the state grant, of which *no less* than 50 percent of the contribution shall be from funds appropriated by the town. The remaining amount may be matched with other funds or in-kind services. Grant funding will be awarded after the state budget is finalized.

### **Required Program Evaluation, Data Collection and Professional Learning Activities**

Grantees must:

1. Participate in the monitoring process, which is a requirement for all new YSB directors. Participants are required to attend all the training sessions.
2. Participate in quarterly meetings, during which the CSDE will facilitate a review of the progress on the new reporting system and performance measures, to ensure the new system and measures are meeting the needs of the grantees, and that children and youth are better off as a result of these accountability efforts.
3. Report annually in a format and submitting by the due date determined by the Commissioner of Education regarding the referral or diversion of children and youth from the juvenile justice system, as well as the provision of opportunities for all youth to function as responsible members of their communities.

Pursuant to Section 10-19m-2 of the Regulations of Connecticut State Agencies, a YSB is required to assess the needs of youth, the availability of services and resources, and development and maintenance of data, in a manner satisfactory to the CSDE, that is necessary to determine and evaluate the impact of its administrative and services delivery programs. When a YSB collects student data, a consent form executed by the parent or guardian is required. The consent form must contain a statement addressing confidentiality of the information collected.

Certain student data collected by a YSB shall be forwarded to the CSDE. Any student information received by the CSDE, an educational agency under the Family Educational Rights Privacy Act (FERPA), becomes an educational record maintained pursuant to FERPA, which restricts disclosure of educational records. The information forwarded by a YSB to the CSDE shall include student name, date of birth, school district and school attending.

### **Deadline and Use of Application Form**

The application, **IRRESPECTIVE OF POSTMARK DATE AND MEANS OF TRANSMITTAL**, must be received by **4:30 p.m. on July 31, 2017**. **EXTENSIONS SHALL NOT BE GIVEN**. Applications received past the deadline **will not be processed**. Applications may be mailed or hand delivered to:

**Mail/Deliver:** Agnes Quiñones, Ed. D., Program Manager  
Connecticut State Department of Education  
Bureau of Health/Nutrition, Family Services and Adult Education  
450 Columbus Boulevard, Suite 504  
Hartford, CT 06103-1841

Potential grantees will be required to submit a completed application. The enclosed application form shall be used. Modifications will not be accepted.

### **Affirmative Action Assurances**

In accordance with the regulations established by the Connecticut Commission on Human Rights and Opportunities (CCHRO), each applicant is required to have a completed/current Affirmative Action Packet on file with the CSDE, or must complete the Affirmative Action Packet by accessing the link (<http://www.ct.gov/chro/lib/chro/pdf/notificationtobidders.pdf>) and submit it with this document (Appendix E).

### **Additional Obligations of Grantee**

All grantees are hereby notified that the grant to be awarded is subject to contract compliance requirements as set forth in C.G.S. Sections 4a-60 and 4a-60a and Sections 4a-68j et seq. of the Regulations of Connecticut State Agencies (RCSA). Furthermore, the grantee must submit periodic reports of its employment and subcontracting practices in such form, in such manner and in such time as may be prescribed by the CCHRO.



### **Due Dates and Ongoing Reporting**

It is the responsibility of all grantees to complete all requirements in the timeframe determined by the CSDE. YSBs are required to submit a final report of the data collection by **September 11, 2017, for fiscal year 2016-17** and by **September 10, 2018, for fiscal year 2017-18** for each fiscal year. **Reports submitted after the established deadline will not be accepted** and could affect funds disbursement. Please note that the data collected in the reports due to the CSDE will be used to update a Results Based Accountability (RBA) report for the Connecticut General Assembly.

### **Freedom of Information Act**

All of the information provided in a proposal submitted in response to this application for funds is subject to the provisions of the Freedom of Information Act Sections 1-200 et seq., (FOIA). The FOIA declares that except as provided by federal law or state statute, records maintained or kept on file by any public agency (as defined in the statute) are public records and every person has the right to inspect such records and receive a copy of such records.

### **Management Control of the Program and Grant Consultation Role of CSDE Personnel**

The grantee must have complete management control of this grant. While CSDE staff may be consulted for their expertise, they will not be directly responsible for the selection of sub-grantees or vendors, nor will they be directly involved in the expenditure and payment of funds.

### **Annie E. Casey Foundation**

Applicants that are part of a collaborative effort funded in whole, or in part, by the Annie E. Casey Foundation must submit documentation to that effect (Section I of the Application Requirements).

### **Facsimile (Faxed) Copies**

Facsimile (faxed) copies of proposals/applications will not be accepted.

### **Technical Assistance**

The program manager will be available at 860-807-2126 to answer questions regarding the Request for Proposal application procedures or format.

### **Application Requirements and Format**

The application must contain the following components as described below: (NOTE: Appendix A provides the application form for program description and budget information.)

- A. Title Page
- B. YSB Profile (with signature)
- C. Administrative Core Unit (ACU) Strategies and Activities
- D. Direct Services Unit (DSU) Strategies and Activities
- E. Advisory Board Composition Report

- F. Impact of Services: Work Plans
- G. Budget Forms
- H. Budget Narrative
- J. Annie E. Casey Foundation
- K. Statutory Requirement of Administrative Core Unit Functions

**Directions for Completing Application Form**

This Section provides directions for completing Appendix A, Application Form for the YSB Grant.

**A. Title Page**

- Line 1. Legal Name of Organization  
For town-based YSBs, report the name of the town that is fiscally responsible for the YSB. For private youth-serving organizations designated to act as agents for one or more towns, report the legal name of the organization. The CSDE codes can be found in Appendix C.
- Line 2. Federal Identification Number  
Town-based YSBs may leave this line blank. Private youth-serving organizations should report their federal identification number in this line.
- Line 3. Town(s) to be Served  
Town-based YSBs serving a single town should repeat the town name reported on Line 1. YSBs serving more than one town should report all of the towns they serve here.
- Line 4. Program Name  
Report the formal or legal name of the YSB.
- Line 5. Executive Director  
Report the name, phone and fax numbers of the chief executive officer of the YSB.
- Line 6. Contact Persons  
Report the name(s), phone and fax number(s) of the person(s) we should contact with questions and concerns about the YSB program, grant application and annual reports.
- Line 7. Program Mailing Address  
Report the mailing address for all correspondence concerning the YSB grant.
- Line 8. Program Location Address  
Report the location of the main business office of the YSB.
- Line 9. YSB Director's Signature  
The grant application should be signed by the director of the YSB, or if there is no director, by the chief municipal official of the town. Report the date the grant application is signed.
- Line 10. Typed Name  
Report the full name and title of the person signing on Line 9.

**B. Youth Service Bureau Profile**

Line 11. Demographic Information

- A. Enter the name of the YSB.
- B. Indicate whether the YSB is a municipal department or a nonprofit organization (check one).
- C. If the YSB is municipality-based, indicate whether the YSB operates as an independent department or grouped under a larger umbrella structure (check one). If part of a larger structure, enter the name of the department.
- D. Enter the town(s) served by the YSB.
- E. Enter the total population of the town(s) and the percent of population under age 18. You can find the information from the town(s) census.

Line 12. Funding

- A. Enter the amount of money received from the CSDE for the YSB Grant.
- B. Enter the total amount of funds received from the municipality. If part of a larger department, enter the amount earmarked for YSB functions.
- C. Enter the total amount of funds received from additional state and federal grants.
- D. Enter the total amount of funds received from private grants and foundations.
- E. Enter the total amount of funds received from donations in FY 2017.
- F. Enter the total amount of funds received from fundraising.
  - i. Total lines A through F for total YSB funding.
  - ii. Provide an estimate of the value of any in-kind services received.

Line 13. Staffing

- A. Provide information on the director of the YSB. Indicate whether the position is full-time or part-time and union or non-union.
- B. Provide information on all additional YSB staff.

Line 14. Programming

- A. Place a check next to any of the programs listed that are offered by your YSB. Requests have been received for data about the following programs. This is not intended to be a comprehensive list.

**C. Administrative Core Unit Strategies and Activities**

Summarize the proposed strategies and activities of your Administrative Core Unit. Group your strategies and activities under the following headings (only one strategy per core unit). Examples include:

**Management and Administration** – staff recruitment; staff supervision; staff evaluation and development; staff morale and burn-out prevention; filing and implementation regulations; monitoring of subcontractors; maintenance of organizational structure; financial management; casework and clinical supervision; management and information services; board management; marketing; facility management; policy development; strategic planning and development; program development; and decision making.

**Youth Advocacy** – voice for youth and youth issues; media relations; speaking at public hearings; contacts with local and state officials; state funding; letter writing; endorsing/creating legislation; networking; proactive trend awareness of youth issues; increasing community awareness of youth needs; and Youth Advisory Board mobilization for advocacy and participation in local, regional and state meetings.

**Resource Development** – networking; providing information; fundraising; program development; knowledge of and working with foundations; providing technical assistance; providing consulting to other groups; state funding; Professional Learning; and state and national awareness.

**Community Involvement** – volunteer recruitment; running meetings; statewide networking; regional networking; gaining entry into systems; community organization and outreach; board and task force involvement; empowering community organizations; and Youth Advisory Board and promoting youth involvement.

**Research and Evaluation** – needs identification and assessment; program evaluation; grant writing; program selection; library/resource file; statistical analysis; college/ university interface; program development; and asset identification/mapping and investigating research models.

#### **D. Direct Services Unit Strategies and Activities**

Summarize the proposed strategies, programs and tasks of the direct services unit. If subcontractors are used, denote that the services are to be provided by a subcontractor. Group strategies and programs under the following headings. Note: There may not be strategies and programs for some of these headings. Indicate in the narrative and the tables on pages 19 and 20 if there is no programming in certain areas.

##### **Juvenile Justice**

Services that respond to youth who are, or could potentially be, in contact with the juvenile justice system.

Examples include: juvenile review boards; alternative sanction programs; detention/suspension/expulsion programs; court advocacy; court-ordered community-service programs; truancy programs; and diversion programs.

##### **Mental Health Services**

Services that respond to youth and families who are experiencing emotional distress.

- A. Sessions for youth up to age 18
- B. Parent/Guardian Sessions

NOTE:

1. Services noted under A. *Children and Youth Sessions* reported on both the Individual Service Report and the Group Service Report.

2. Services noted under *B. Parent/Family Sessions* reported only on the Group Services Report.

Examples include: mental health counseling for individuals, families, or groups; crisis intervention; host homes; information and referral services; and case management.

### **Teen Pregnancy Prevention**

Programs that promote pregnancy prevention among young people.

### **Teen Parent Education**

Services that promote positive parenting skills and support families in their efforts to raise healthy children:

- A. Teens
- B. Adults

NOTE:

1. Services noted under *A. Teens* are reported on both the Individual Service report and the Group Service Report; and
2. Services noted under *B. Adults* are reported only on the Group Services Report.

Examples include; parent-child interactive playgroups, parent education and parent support groups.

### **Positive Youth Development**

Programs and services that promote the personal well-being of youth for the purposes of:

- A. meeting basic needs;
- B. building skills and competencies that allow youth to function and contribute in their daily lives; and
- C. connecting youth with their families, peers, schools and communities.

Examples include: peer-to-peer programs; employment training; mentoring; after-school programming; teen centers; dances; adventure based activities; youth adult partnership programs; information dissemination; and prevention programs that address issues such as truancy, violence and substance abuse and drug free alternative activities.

### **Community Outreach**

Services and activities that support children and youth and strengthen families by reconnecting people of all generations and backgrounds to the community in which they live. This leads to the building of a sense of connectedness and empowerment to bring about positive social change. These are usually one-time events.

Examples include: intergenerational activities; family events; annual events/holiday festivals; sports; dances; family day celebrations; trips; theatrical productions; and cultural activities.

NOTE: Due to the nature of these activities, it may be extremely difficult to collect data for the Individual Service Reports. If this is the case, participants should be recorded as a potentially duplicated number on the Annual Group Services Report under Category B: Collaborations.

For example:

- a family day celebration with 5,000 participants is reported as a Community Outreach Collaboration on the Group Service Report;
- an intergenerational dinner including 20 youth and 100 senior citizens:
  - report the 100 seniors on the Group Services Report;
  - report the 20 youth on the Individual Service Report, if the structure of the activity promotes positive youth development; or
  - if the youth are only involved in the event for recreational/social purposes, then include them with the 100 seniors listed on the Annual Group Services Report.

NOTE: You are not likely to have program information that fits the Community Outreach Direct Service category.

#### **E. Advisory Board Composition Report**

A separate section on the Advisory Board must be submitted with the application. Please refer to page 21 for the Board Composition Criteria. This separate section must address the following components:

1. Board Composition
  - a. board members need to be identified by category;
  - b. vacant positions on the Board should be identified and described (Item 3 below); and
  - c. YSBs serving multiple municipalities need to further identify which town each member represents.
2. Board Type

Board types are described as follows:

  - a. Advisory Board: Refers to a Board specifically set up or structured in conjunction with YSB whose sole mission is to serve in an advisory capacity to the YSB;
  - b. Youth Commission: Refers to a Commission established by municipal charter which may or may not have been set up in conjunction with YSB but which serves as an Advisory Board to the YSB; and
  - c. Other: Refers to any group other than an Advisory Board or Youth Commission serving as an Advisory Board to the YSB (Example: A Board of Directors).

3. Vacancies and Waivers

If the Advisory Board has vacancies among its members or if the Board is unable to appoint certain representatives, the Board does not meet the required size or composition criteria defined in the regulations. A waiver of the requirement(s) may be requested, as well as requesting an extension of time to fill vacancies, but in all cases, the Board's circumstances are to be described in Item 3.

a. Full Waiver

A full waiver of the Advisory Board requirements may be granted only where: (1) a YSB has a commission established by municipal charter, or (2) a YSB has a board of directors established by the by-laws of a private organization acting under contract with a municipality, provided that comparable citizen representation is present. *A separate written request for a full waiver must be made by the chief municipal official.*

b. Partial Waiver

A partial waiver may be granted for a Board's size and composition only when the required agencies enumerated in the regulations do not exist in the town or when the regulatory requirements violate a municipal charter (example; town does not maintain a police department). *A separate written request for a partial waiver must be made by the executive director of the YSB.*

c. Extension of Time

An extension of time may be granted for an Advisory Board to recruit and fill temporary vacancies among its members. Specific vacancies need to be identified along with a request for a reasonable length of time in Item 3 of this page of the grant application.

4. Board Meetings

Please complete Items 4a and 4b.

**F. Impact of Services: Professional Learning Work Plans**

A separate section of the Work Plan must be submitted with the application addressing the following components:

1. Goal: Indicate general intention for your program. Your goal should coincide with your Administrative Core Unit activities and Direct Service narrative.
2. Objective(s): Indicate what you hope to accomplish with the activity or activities.
3. Activities: Indicate the planned activities that support your Goals and Objectives.
4. Timetable: Indicate the month(s) the activities will take place.
5. Measure of Success: (a) Indicate the measure or tool you will use; and (b) based on that measure, indicate the benchmark by which you will determine whether you have successfully achieved the objective.

6. Population to be served: Indicate how many children you expect to serve, the age range and whether you are targeting a particular group of children.
7. Staff Assigned: Indicate the number of staff involved and their positions (example; outreach workers, tutors and counselors). Do not give names, just positions/job titles.

### **G. Grant and Local Match Budget**

This is the budget specifically for this state grant. **Report only the YSB grant funds and required matching funds.** The match requirements are provided in Connecticut General Statutes Section 10-19o (b) and related Administrative Core Unit (ACU) and Direct Services Unit (DSU) budgets. Specific instructions for the Grant and Local Match Budget are as follows:

1. Enter YSB name and CSDE code.
2. Enter budget amounts in the appropriate expense line and column. Include expenses that apply to both the ACU and DSU (e.g., salaries and employee benefits). Only employee benefits that apply to positions funded by the grant or local match may be included). (Indirect costs are NOT allowed).
  - a. CSDE Grant Award Column: enter the grant amounts on appropriate line items.
  - b. Cash Match Column: Enter the amount of cash match on appropriate line items. Sources of the cash match may be municipal appropriation or other local funds such as service fees, fundraising, United Way funds, etc. State and federal grants may not be used.
  - c. In-Kind Match Column: Enter the amount of in-kind services on appropriate line items.
3. Total all columns and rows. Check that the total of the rows equals the total of the columns.
4. Complete the Grant/Match Summary (this summary provides totals for each column listed).
5. The certification statement shall be signed by either the executive director of the YSB, or, if there is no executive director, the chief municipal official of the town.

### **H. Budget Narrative**

#### **Budget Narrative: Income**

Enter YSB name and CSDE code. Provide a detailed description of the sources, amounts of funds and in-kind services to be used for the local match. Each item should agree with the corresponding income item in the Grant/Match Summary section of the "Grant and Local Match Budget."

#### **Income**

The following income accounts are applicable to YSBs. These are similar to those used in previous years.

#### **Youth Service Bureau Grant**

Funds from the CSDE YSB Grant program



**Other State Funds**

Grants or other funds from the State of Connecticut, not including the YSB Grant.

**Federal Funds**

Grants or other funds from the federal government.

**Municipal Appropriation**

The amount appropriated to the YSB by some other organization or agency at no cost to the YSB. This appropriation should appear as a line item or functional description in the town budget(s).

**In-Kind Services**

In-kind services are supplied to the YSB by some other organization or agency at no cost to the YSB. The YSB may report the value of these services as income and expense. In-kind services include allocation of the projected actual costs of office space or other necessary space, utilities, heat, telephone, copying, consumable supplies, equipment maintenance, travel, and governmental administrative personnel or central office private agency personnel staff, who spend 50 percent or more of their time performing the administrative functions of the YSB. If these expenditures are not line items in the YSB's budget, the value of volunteer services shall not be included as an in-kind service.

**Other Income**

Other income sources, such as service fees, fundraising, United Way funds, etc.

**Budget Narrative: Expenses**

Enter YSB name and CSDE code. Provide a detailed description of the expenses to be funded by the YSB grant funds and required local match for each expense account. Use additional copies of the expense sheet as necessary. Total each line item; each total should agree with the corresponding total expense on the Grant and Local Match Summary. Include details of all calculations and allocations.

**I. Annie E. Casey Foundation**

Applicants that are part of a collaborative effort funded in whole or in part by the Annie E. Casey Foundation must submit documentation under the following headings:

1. Collaborative Oversight  
The collaborative oversight entity has been provided the opportunity to review and comment on the grant application or proposal prior to submission to the CSDE.
2. Activities  
The proposal or application submitted provides information detailing the activities, which assure priority access to services to children, youth and families referred by the collaborative oversight entity.
3. Liaison  
The applicant shall designate someone to act as liaison for the referral process.

**J. Statutory Requirement of Administrative Core Unit Functions**

Complete the Statement of Statutory Requirement of ACU Functions (Appendix G).

## **Appendices**

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Appendix A: Application

Appendix B: List of Youth Service Bureaus Eligible for State Grants

Appendix C: List of Towns/Youth Serving Agencies and CSDE Codes

Appendix D: Youth Service Bureau Laws and Regulations

Appendix E: Certification that a Current Affirmative Action Packet is on File

Appendix F: Youth Service Bureau RBA Sample Strategies and Activities

Appendix G: Statutory Requirement of Administrative Core Unit Functions

Appendix H: Statement of Assurances

**APPENDIX A  
Application**

Youth Service Bureau  
Grant Application #120  
Revised May 2017  
Statutory Ref.: C.G.S. 10-19m through 10-19o

Connecticut State  
Department of Education

**TITLE PAGE**

1. Legal Name of Organization Applying for Funds:

Town of Colchester Youth Service Bureau CSDE Code: 028

2. Federal Identification No.: \_\_\_\_\_

3. Town(s) to be Served: COLCHESTER

4. Program Name: Colchester Youth Services

5. Executive Director: Valerie Geato Phone: (860)537-7255 Fax: (860)537-1731

Executive Director E-mail address: vgeato@colchesterct.gov

6. Contact Persons:

Program: same Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Program Director E-mail address: \_\_\_\_\_

Fiscal: same Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Fiscal Director E-mail address: \_\_\_\_\_

7. Program Mailing Address: 127 Norwich Ave, Suite 205, Colchester, CT 06415

8. Program Location Address: same

I certify that the information submitted is in conformance with the instructions and is an accurate representation of the YSBs' planned programs and services for the period July 1, 2017, through June 30, 2019. A new form will be submitted if changes occurred.

9. Authorized Signature:  Date: July 31, 2017

10. Typed Name: Valerie Geato Title: Director

**YOUTH SERVICE BUREAU PROFILE**

- Name of YSB: Colchester
- B. Is the YSB a department of the municipality  or a nonprofit organization
- C. If municipal-based, is the YSB an independent department  or a department within a larger department, such as social services or human services
- Name or Department: Colchester Youth & Social Services
- D. Towns Served by YSB: Colchester
- E. Town Population: 16,068 Percent of population under age 18: 26%

**11. Funding:**

- A. YSB Grant (CSDE): 18,833
- B. Municipal Funds: 345,876
- C. Other State/Federal Grants: \$8,100
- D. Private grants and foundations: -
- E. Donations: 2,000
- F. Fundraising: 1,500
- Total YSB Cash Annual Budget (A+B+C+D+E+F): 376,309
  - Estimated Value of In-Kind Services: 50,000

**13. Staffing:**

- A. YSB Director: Valerie Geato Phone: 860 537-7255
- Email address: vgeato@colchesterct.gov
- Is the Director: Full-time  or part-time
- Union  or nonunion
- List the salary range for the Executive Director position: 55,000-75,000
- B. Additional Staff:
- Number of additional **full-time** staff: 3
- Number that are union: 3
  - Number that are nonunion: 0
- Number of additional **part-time** staff: 6
- Number that are union: 1
  - Number that are nonunion: 5
- Number of contracted personnel: 0

14. Programming:

A. Please place a **checkmark** next to each of the following programs offered by your YSB.

- after-school programming:
  - for elementary-age youth
  - for middle school-age youth
  - for high school-age youth
- Birth-Five parent/child programming (playgroups/support groups)
  
- Counseling Services: Are clinicians: hired  or contracted 
  - hourly rate  or daily rate
  - Individual Counseling  Group Counseling
  - Parent Training  Family Therapy
  
- Work Placement and Employment Counseling
- Alternative and Special Educational Opportunities
- Recreational and Youth Enrichment Programs
- Outreach Programs
- Preventive Programs (including youth pregnancy, youth suicide, violence, and alcohol and drug prevention)
- Positive Youth Development Programs
- Court Ordered Community Service
- Detention/Suspension/Expulsion Programs
- Juvenile Review Board
- Teen Center/Drop-In Center: after school  evenings  weekends
- Other Juvenile Justice Programs (please list): \_\_\_\_\_

**ADMINISTRATIVE CORE UNIT STRATEGIES AND PROGRAMS**

The YSBs of Connecticut adopted and implemented a RBA framework, designed to guide the programs administered and the strategies used to ensure success.

Summarize the proposed strategies and activities of the administrative core unit using the following format:

- a. Management and Administration – list one strategy and the activities necessary to enhance your operations. List measures you will use to determine how well you have done the activities and whether you have been successful. Group your strategies, activities and measures under the following headings (see sample in Appendix F).

Strategy	Activities	Measures
Recruit and retain a committed and qualified staff who reach their full potential in their positions	Provide opportunities for staff training Have weekly staff meetings Provide on-going feedback	Evaluations completed timely Implement employee development plans where needed Each staff member will participate in at least 3 trainings annually

- b. Youth Advocacy – list one strategy and the activities necessary to increase your youth advocacy. List measures you will use to determine how well you have done the activities and whether you have been successful.

Strategy	Activities	Measures
Increase awareness among elected officials and the community regarding needs of youth & services available	Maintain relationships and on-going contact with Legislators and local official on issues impacting youth and families	At least 4 youth will meet with legislators at the YSB Day at the LOB. Legislators will be invited to large community events

- c. Resource Development – list one strategy and the activities necessary to increase resources for your agency. List measures you will use to determine how well you have done the activities and whether you have been successful.

Strategy	Activities	Measures
Provide access to all programs for kids who receive free/reduced lunch through financial aid program	Leverage enough funding to cover the cost of all scholarships through fundraising initiatives and donations.	All kids who qualify will receive financial assistance.

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- d. Community Involvement – list one strategy and the activities necessary to increase community involvement. List measures you will use to determine how well you have done the activities and whether you have been successful.

Strategy	Activities	Measures
Coordinate with local service providers to enhance the delivery of services	Participate in local system of care Host annual meeting of all local mental health service providers and school counselors	Attend all meetings of local system of care At least 70% of school counselors will attend providers meeting

- e. Research and Evaluation – list one strategy and the activities necessary to contribute to research. List measures you will use to determine how well you have done the activities and whether you have been successful.

Strategy	Activities	Measures
Evaluate programs and outcomes	Utilize the nFocus Outcome Measure tool to survey youth and track participation	At least 75% of program participants will be asked to answer questions measuring how well/better off measures

**DIRECT SERVICES UNIT STRATEGIES AND ACTIVITIES NARRATIVE**

Summarize the proposed strategies and activities of your direct service unit. If you have subcontracted, note services provided by the subcontractor. Group your strategies, activities and measures under the following headings (see sample in Appendix F).

1. Juvenile Justice – list one strategy and the activities necessary to address the juvenile justice area. List measures you will use to determine how well you have done and whether you have been successful.

Strategy	Activities	Measures
To offer a range of meaningful alternatives to the Criminal Justice System and to assist the school district in enforcing their discipline policies through intervention strategies that are responsible and community based.	The Review Board will design and offer alternatives that are aimed at: 1) promoting responsible behavior by offenders and 2) solving problems that may be at the root of the delinquent behavior, 3) and where possible, take into consideration the needs of the victim.	90% of cases will successfully fulfill requirements and have cases dismissed.

2. Mental Health Services – list one strategy and the activities necessary to provide mental health Services. List measures you will use to determine how well you have done the activities and whether you have been successful.

Strategy	Activities	Measures
Ensure that Colchester families are aware of mental health services available.	To provide referrals to youth and families to counseling agencies and mental health professionals.	Maintain a comprehensive directory of mental health providers
	Educate the community to reduce; 1) the stigma surrounding mental illness and 2) youth suicide	Provide opportunities for education through written information dissemination

3. Child Welfare – list one strategy and the activities necessary to promote child welfare. List measures you will use to determine how well you have done the activities and whether you have been successful.

Strategy	Activities	Measures
Provide School Supplies and school clothes to low income children	Collect clothing and supplies Recruit families to participate through food bank	All families who request assistance will receive school supplies and clothing

4. a. Teen Pregnancy Prevention – list one strategy and the activities necessary to prevent teen pregnancy. List measures you will use to determine how well you have done the activities and whether you have been successful.

Strategy	Activities	Measures
Develop programs to help adolescents develop the skills necessary to delay sexual activity thereby reducing the frequency of teen pregnancy	Offer gender specific programming to aid in the development of self-esteem and life skills, including long-term goal setting & vision for the future.	At least 8 girls will participate in Girls Circle program and use better off measures to evaluate



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- b. Teen Parent Education – list one strategy and the activities necessary to educate teen parents. List the measures you will use to determine how well you have done the activities and whether you have been successful.

Strategy	Activities	Measures
Parents will have opportunities to gain knowledge and skills that will help them help their children develop into healthy, responsible and productive members of the community	Provide parent workshops and educational materials	Attendance Surveys

5. Positive Youth Development – list one strategy and the activities necessary to promote positive youth development. List measures you will use to determine how well you have done the activities and whether you have been successful.

Strategy	Activities	Measures
Youth will develop strong bonds to their peers, families, schools and communities while contributing to the well being of each of these groups and building skill and competencies	Provide curricular-based on going programs that are focused on character development, life skills and social skills.	Attendance Participants questionnaires Staff reports

6. Community Outreach – list one strategy and the activities necessary to improve community outreach. List measures you will use to determine how well you have done the activities and whether you have been successful.

Strategy	Activities	Measures
Colchester youth and families will develop a sense of connectedness in the community and the desire to create positive social change	Participate in annual community wide activities including family day, early childhood expo, etc.	Participation

**Advisory Board Composition Report**

**Composition Criteria**

- At least seven members.
- At least one member under 21-years-of-age (nonvoting member).
- Representatives from the school system, police department and a private youth-serving agency.
- At least one-third of the total membership from individuals who receive less than 50 percent of their income from delivering services to youth.
- At least one member on the Board from each municipality served by the YSB.

**1. Board Composition**

Attach a current membership list of your Advisory Board or Youth Commission to the grant application. The list should include at least the following information for each Board member:

- Name
- Member Type
  - Youth
  - School system representative
  - Police department representative
  - Private youth serving agency representative
  - Service consumer

Where a YSB serves more than one municipality, the membership list should also indicate that the Board includes a duly appointed representative from each municipality served.

**2. Board Type**

Check the appropriate board type for your Advisory Board.

- Advisory  
  Youth Commission  
  Other – please specify

**3. Vacancies and Waivers**

If your Advisory Board does not meet the composition criteria (see box above), please describe the circumstances below and refer to the instructions for information on requests for waivers and extensions:

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Anticipated date for meeting composition criteria: \_\_\_\_\_

**4. Board Meetings**

- |                                                                                       |     |
|---------------------------------------------------------------------------------------|-----|
| (a) The number of times the YSB Advisory Board is scheduled to meet each fiscal year? | 10  |
| <hr/>                                                                                 |     |
| (b) Are minutes of all meetings on file in your office and available for inspection?  | Yes |
| <hr/>                                                                                 |     |
| Yes / No                                                                              |     |

**Impact of Services: Professional Learning Work Plan**

List a minimum of three Professional Learning activities in which you will participate in 2017-19. (Please refer to page 10, letter F for guidelines.)

Required Professional Learning Activities	Impacted Administrative Core Unit (ACU) Function
<p>1. Results Based Accountability</p> <p>Attend Conference/Training</p>	<p>Management &amp; Administration                      Youth Advocacy                      Resource Development                      Research and Evaluation</p>
<p>2. Proposed Professional Development</p> <p>CYSA Annual conference and Quarterly Trainings</p>	<p>Management &amp; Administration                      Youth Advocacy                      Community Involvement                      Research and Evaluation</p>
<p>3. Proposed Professional Development</p> <p>Speakers at monthly CYSA regional meetings</p>	<p>Management &amp; Administration                      Youth Advocacy                      Research and Evaluation</p>

2017-19 Youth Service Bureau Grant Application

ED114 FISCAL YEAR 2018

YOUTH SERVICE BUREAU BUDGET FORM

GRANT TITLE: YOUTH SERVICE BUREAU  
 PROJECT TITLE:  
 CORE-CT CLASSIFICATION: FUND: 11000 SPID: 17052 PROGRAM: 82079  
 BUDGET REFERENCE: 2018  
 CHARTFIELD1: 170002  
 CHARTFIELD2:  
 GRANT PERIOD: 07/01/17 - 06/30/18 AUTHORIZED AMOUNT:\$

AUTHORIZED AMOUNT by SOURCE: CURRENT DUE:\$  
 LOCAL BALANCE:\$ CARRY-OVER DUE:\$

CODES	DESCRIPTIONS	BUDGET AMOUNT	CASH MATCH	IN-KIND
111A	NON-INSTRUCTIONAL	18,833	18,833	
200	PERSONAL SERVICES/EMPLOYEE BENEFITS			
300	PURCHASES PROFESSIONAL/TECHNICAL SVCS			
400	PURCHASED PROPERTY SERVICES			
500	OTHER PURCHASED SERVICES			
600	SUPPLIES			
700	PROPERTY			
800	DEBT SERVICE AND MISCELLANEOUS			
	TOTAL	18,833	18,833	

\_\_\_\_\_ ORIGINAL REQUEST DATE \_\_\_\_\_  
 \_\_\_\_\_ REVISED REQUEST DATE \_\_\_\_\_  
 CT STATE DEPARTMENT OF EDUCATION  
 PROGRAM MANAGER AUTHORIZATION  
 DATE OF APPROVAL

**Grant/Match Summary**

CSDE Grant Award	18,833
Local Match:	
Municipal Appropriation	18,833
Other Funds	
In-Kind	
Total Local Match	18,833

I certify that the budget provided herein represents the planned income and expenditures of the YSB Grant funds and local match of the above grantee for the grant period July 1, 2017 through June 30, 2018, in accordance with all applicable instructions and statutory requirements.

*Valerie Geatu*  
 Authorized Signature  
Valerie Geatu  
 Typed Signature

July 1, 2017  
 Date  
July 1, 2017  
 Date

Budget Object Codes

Include all budget account descriptions for the following categories:

**111A Non-Instructional**

Amounts paid to administrative employees of the grantee not involved in providing direct services to pupils/clients. Include all gross salary payments for these individuals while they are on the grantee payroll including overtime salaries or salaries paid to employees of a temporary nature.

**200 Personal Services - Employee Benefits**

Amounts paid by the grantee on behalf of employees; these amounts are not included in the gross salary, but are in addition to that amount. Such payments are fringe benefit payments and, while not paid directly to employees, nevertheless are part of the cost of personal services.

**300 Purchased Professional and Technical Services**

Services which, by their nature, can be performed only by persons or firms with specialized skills and knowledge. While a product may or may not result from the transaction, the primary reason for the purchase is the service provided. Included are the services of architects, engineers, auditors, dentists, medical doctors, lawyers, consultants, teachers, accountants, etc.

**400 Purchased Property Services**

Services purchased to operate, repair, maintain, and rent property owned or used by the grantee. These services are performed by persons other than grantee employees. While a product may or may not result from the transaction, the primary reason for the purchase is the service provided.

**500 Other Purchased Services**

Amounts paid for services rendered by organizations or personnel not on the payroll of the grantee (separate from Professional and Technical Services or Property Services). While a product may or may not result from the transaction, the primary reason for the purchase is the service provided.

**600 Supplies**

Amounts paid for items that are consumed, worn out or deteriorated through use, or items that lose their identity through fabrication or incorporation into different or more complex units or substances.

**700 Property**

Expenditures for acquiring fixed assets, including land or existing buildings, improvements of grounds, initial equipment, additional equipment, and replacement of equipment. In accordance with the Connecticut State Comptroller's definition equipment, included in this category are all items of equipment (machinery, tools, furniture, vehicles, apparatus, etc.) with a value of over \$1,000.00 and the useful life of more than one year and data processing equipment that has unit price under \$1,000.00 and a useful life of not less than five years.

**800 Debt Service and Miscellaneous**

Amounts paid for goods and services not otherwise classified above.

**Budget Narrative – Income**

Provide a detailed description of the sources and amounts of funds and in-kind services to be used for the local match. Line item totals should agree with line items on the Grant and Local Match Summary form.

Account Name	Description	Line Item Total
Funds from the CSDE YSB Grant Program		18,833
Other Funds (State and Federal)	List source and amounts for other funds that will be used as matching funds for this grant.	
Municipal Appropriation	The portion of the amount appropriated to the YSB by the town(s) to be served that will be used as matching funds for this grant. List town(s):	18,833
In-Kind	List source and amounts for in-kind contributions that will be used as match for this grant.	

**Budget Narrative – Expenses**

Provide a detailed description of the expenses to be funded by the YSB grant funds and required local match for each expense account. Copy this form as necessary. Line item totals should agree with line items on the “Grant and Local Match Budget” form.

Account Code/Name	Description	Line Item Total
111A Non-Instructional		18,833

**APPENDIX B**  
**List of Youth Service Bureaus Eligible for State Grants**

ANSONIA	MIDDLETOWN	WEST HAVEN
ASHFORD	MILFORD	WESTON
AVON	MONTVILLE	WESTPORT
BERLIN	NAUGATUCK	WETHERSFIELD
BLOOMFIELD	NEW BRITAIN	WILLINGTON
BRANFORD	NEW CANAAN	WILTON
BRIDGEPORT	NEW HAVEN	WINCHESTER
BRISTOL	NEWINGTON	WINDHAM
CANAAN	NEW LONDON	WINDSOR
CANTON	NEW MILFORD	WINDSOR LOCKS
CHESHIRE	NEWTOWN	WOODBIDGE
CLINTON	NORTH BRANFORD	WATERBURY YOUTH
COLCHESTER	NORTH HAVEN	SERVICE SYSTEM, INC.
COLUMBIA	NORWALK	SOUTHBURY/ MIDDLEBURY
COVENTRY	NORWICH	NOROTON HEIGHTS
CROMWELL	OLD LYME	DEPOT
DANBURY	OLD SAYBROOK	
DERBY	ORANGE	
DURHAM	PLAINFIELD	
EAST GRANBY	PLAINVILLE	
EAST HADDAM	PORTLAND	
EAST HAMPTON	PRESTON	
EAST HARTFORD	PROSPECT	
EAST HAVEN	RIDGEFIELD	
EAST LYME	ROCKY HILL	
EAST WINDSOR	SHELTON	
ELLINGTON	SIMSBURY	
ENFIELD	SOMERS	
ESSEX	SOUTHINGTON	
FAIRFIELD	SOUTH WINDSOR	
FARMINGTON	STAFFORD	
GLASTONBURY	STAMFORD	
GRANBY	STONINGTON	
GREENWICH	STRATFORD	
GRISWOLD	SUFFIELD	
GROTON	THOMASTON	
GUILFORD	TOLLAND	
HAMDEN	TORRINGTON	
HARTFORD	TRUMBULL	
HEBRON	VERNON	
KILLINGWORTH	VOLUNTOWN	
LEDYARD	WALLINGFORD	
MADISON	WATERFORD	
MANCHESTER	WATERTOWN	
MANSFIELD	WESTBROOK	
MERIDEN	WEST HARTFORD	



2017-19 Youth Service Bureau Grant Application

**APPENDIX C**

**List of Towns/Youth-Servicing Agencies and CSDE Codes**

<b>CODE</b>	<b>Town</b>	<b>CODE</b>	<b>Town</b>
1	ANDOVER	51	FAIRFIELD
2	ANSONIA	52	FARMINGTON
3	ASHFORD	53	FRANKLIN
4	AVON	54	GLASTONBURY
5	BARKHAMSTED	55	GOSHEN
6	BEACON FALLS	56	GRANBY
7	BERLIN	57	GREENWICH
8	BETHANY	58	GRISWOLD
9	BETHEL	59	GROTON
10	BETHLEHEM	60	GUILFORD
11	BLOOMFIELD	61	HADDAM
12	BOLTON	62	HAMDEN
13	BOZRAH	63	HAMPTON
14	BRANFORD	64	HARTFORD
15	BRIDGEPORT	65	HARTLAND
16	BRIDGEWATER	66	HARWINTON
17	BRISTOL	67	HEBRON
18	BROOKFIELD	68	KENT
19	BROOKLYN	69	KILLINGLY
20	BURLINGTON	70	KILLINGWORTH
21	CANAAN	71	LEBANON
22	CANTERBURY	72	LEDYARD
23	CANTON	73	LISBON
24	CHAPLIN	74	LITCHFIELD
25	CHESHIRE	75	LYME
26	CHESTER	76	MADISON
27	CLINTON	77	MANCHESTER
28	COLCHESTER	78	MANSFIELD
29	COLEBROOK	79	MARLBOROUGH
30	COLUMBIA	80	MERIDEN
31	CORNWALL	81	MIDDLEBURY
32	COVENTRY	82	MIDDLEFIELD
33	CROMWELL	83	MIDDLETOWN
34	DANBURY	84	MILFORD
35	DARIEN	85	MONROE
36	DEEP RIVER	86	MONTVILLE
37	DERBY	87	MORRIS
38	DURHAM	88	NAUGATUCK
39	EASTFORD	89	NEW BRITAIN
40	EAST GRANBY	90	NEW CANAAN
41	EAST HADDAM	91	NEW FAIRFIELD
42	EAST HAMPTON	92	NEW HARTFORD
43	EAST HARTFORD	93	NEW HAVEN
44	EAST HAVEN	94	NEWINGTON
45	EAST LYME	95	NEW LONDON
46	EASTON	96	NEW MILFORD
47	EAST WINDSOR	97	NEWTOWN
48	ELLINGTON	98	NORFOLK
49	ENFIELD	99	NORTH BRANFORD
50	ESSEX	100	NORTH CANAAN

2017-19 Youth Service Bureau Grant Application

**APPENDIX C (cont.)**

<b>CODE</b>	<b>Town</b>	<b>CODE</b>	<b>Town</b>
101	NORTH HAVEN	153	WATERTOWN
102	NORTH STONINGTON	154	WESTBROOK
103	NORWALK	155	WEST HARTFORD
104	NORWICH	156	WEST HAVEN
105	OLD LYME	157	WESTON
106	OLD SAYBROOK	158	WESTPORT
107	ORANGE	159	WETHERSFIELD
108	OXFORD	160	WILLINGTON
109	PLAINFIELD	161	WILTON
110	PLAINVILLE	162	WINCHESTER
111	PLYMOUTH	163	WINDHAM
112	POMFRET	164	WINDSOR
113	PORTLAND	165	WINDSOR LOCKS
114	PRESTON	166	WOLCOTT
115	PROSPECT	167	WOODBIDGE
116	PUTNAM	168	WOODBURY
117	REDDING	169	WOODSTOCK
118	RIDGEFIELD	630	UNITED WAY OF GREENWICH
119	ROCKY HILL	631	WATERBURY YOUTH SERVICE SYSTEM INC.
120	ROXBURY		
121	SALEM	632	SOUTHBURY/MIDDLEBURY
122	SALISBURY	633	NOROTON HEIGHTS DEPOT
123	SCOTLAND		
124	SEYMOUR		
125	SHARON		
126	SHELTON		
127	SHERMAN		
128	SIMSBURY		
129	SOMERS		
130	SOUTHBURY		
131	SOUTHINGTON		
132	SOUTH WINDSOR		
133	SPRAGUE		
134	STAFFORD		
135	STAMFORD		
136	STERLING		
137	STONINGTON		
138	STRATFORD		
139	SUFFIELD		
140	THOMASTON		
141	THOMPSON		
142	TOLLAND		
143	TORRINGTON		
144	TRUMBULL		
145	UNION		
146	VERNON		
147	VOLUNTOWN		
148	WALLINGFORD		
149	WARREN		
150	WASHINGTON		
151	WATERBURY		
152	WATERFORD		

**APPENDIX D**  
**Youth Service Bureau Laws and Regulations**

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**Sec. 10-19m. (Formerly Sec. 17a-39). Youth service bureaus. Annual report. Regulations.**

(a) For the purposes of this section, “youth” shall mean a person from birth to eighteen years of age. Any one or more municipalities or any one or more private youth serving organizations, designated to act as agents of one or more municipalities, may establish a multipurpose youth service bureau for the purposes of evaluation, planning, coordination and implementation of services, including prevention and intervention programs for delinquent, pre-delinquent, pregnant, parenting and troubled youth referred to such bureau by schools, police, juvenile courts, adult courts, local youth-serving agencies, parents and self-referrals. A youth service bureau shall be the coordinating unit of community-based services to provide comprehensive delivery of prevention, intervention, treatment and follow-up services.

(b) A youth service bureau established pursuant to subsection (a) of this section may provide, but shall not be limited to, the delivery of the following services: (1) individual and group counseling; (2) parent training and family therapy; (3) work placement and employment counseling; (4) alternative and special educational opportunities; (5) recreational and youth enrichment programs; (6) outreach programs to insure participation and planning by the entire community for the development of regional and community-based youth services; (7) preventive programs, including youth pregnancy, youth suicide, violence, alcohol and drug prevention; and (8) programs that develop positive youth involvement. Such services shall be designed to meet the needs of youth by the diversion of troubled youth from the justice system as well as by the provision of opportunities for all youth to function as responsible members of their communities.

(c) The Commissioner of Education shall adopt regulations, in accordance with the provisions of chapter 54, establishing minimum standards for such youth service bureaus and the criteria for qualifying for state cost-sharing grants, including, but not limited to, allowable sources of funds covering the local share of the costs of operating such bureaus, acceptable in-kind contributions and application procedures. Said commissioner shall, on December 1, 1979, and annually thereafter, report to the General Assembly on the referral or diversion of children under the age of eighteen years from the juvenile justice system and the court system. Such report shall include, but not limited to, the number of times any child is so diverted, the number of children diverted, the ages of the children diverted and such other information and statistics as the General Assembly may request from time to time. Any such report shall contain no identifying information about any particular child.

\*Please note that Section 78 of Public Act 07-04 of the June Special Session amended Subsection (c) of this so that effective January 1, 2010, Subsection (c) will read as follows:

**Sec. 10-19n. (Formerly Sec. 17a-40). State aid for establishment and expansion of youth service bureaus.** To assist municipalities and private youth-serving organizations designated to act as agents for such municipalities in establishing, maintaining or expanding such youth service bureaus, the state, acting through the Commissioner of Education, shall provide cost-sharing

grants, subject to the provisions of this section for (1) the cost of an administrative core unit and (2) the cost of the direct services unit provided by such youth service bureau. No state grant shall be made for capital expenditures of such bureaus. All youth service bureaus shall submit a request for a grant, pursuant to this section and sections 10-19m and 10-19o, on or before May fifteenth of the fiscal year prior to the fiscal year for which such grant is requested.

**Sec. 10-19o. (Formerly Sec. 17a-40a). Youth service bureau grant program.** (a) The Commissioner of Education shall establish a program to provide grants to youth service bureaus in accordance with this section. Only youth service bureaus which were eligible to receive grants pursuant to this section for the fiscal year ending June 30, 2015, or which applied for a grant by June 30, 2012, with prior approval of the town's contribution pursuant to subsection (b) of this section, shall be eligible for a grant pursuant to this section for any fiscal year commencing on or after July 1, 2012. Each such youth service bureau shall receive a grant of fourteen thousand dollars. The Department of Education may expend an amount not to exceed two percent of the amount appropriated for purposes of this section for administrative expenses. If there are any remaining funds, each such youth service bureau that was awarded a grant in excess of fifteen thousand dollars in the fiscal year ending June 30, 1995, shall receive a percentage of such funds. The percentage shall be determined as follows: For each such grant in excess of fifteen thousand dollars, the difference between the amount of the grant awarded to the youth service bureau for the fiscal year ending June 30, 1995, and fifteen thousand dollars shall be divided by the difference between the total amount of the grants awarded to all youth service bureaus that were awarded grants in excess of fifteen thousand dollars for said fiscal year and the product of fifteen thousand dollars and the number of such grants for said fiscal year.

(b) In order for a youth service bureau to receive the full amount of the state grant determined pursuant to subsection (a) of this section, a town shall contribute an amount equal to the amount of the state grant. A town shall provide not less than fifty per cent of its contribution from funds appropriated by the town for that purpose, and the remaining amount in other funds or in-kind contributions in accordance with regulations adopted by the State Board of Education in accordance with Chapter 54.

(c) Any funds remaining due to a town's failure to match funds as provided in subsection (b) of this section, shall be redistributed in accordance with the provisions of this section. The State Board of Education shall adopt regulations in accordance with the provisions of Chapter 54 to coordinate the youth service bureau program and to administer the grant system established pursuant to this section and sections 10-19m and 10-19n.

**Sec. 10-19p. (Formerly Sec. 17a-41). Assistance to youth service bureaus.** The Department of Education shall provide grant management services, program monitoring, program evaluation and technical assistance to such state-aided youth service bureaus, and the Commissioner may assign or appoint necessary personnel to perform such duties, subject to the provisions of Chapter 67.

**APPENDIX E**

**CERTIFICATION THAT CURRENT AFFIRMATIVE ACTION PACKET IS ON FILE**

*According to the Connecticut Commission on Human Rights and Opportunities (CHRO) **municipalities** that operate **school districts** and also file a federal and/or state Affirmative Action Plan(s) are exempt from the requirement of filing an Affirmative Action Plan with the Connecticut State Department of Education. **Agencies with an Affirmative Action Plan on file need to certify such by signing the statement below.***

I, the undersigned authorized official, hereby certify that the applying organization/agency: Town Of Colchester, has a current affirmative action packet on file with the Connecticut State Department of Education. The affirmative action packet is, by reference, part of this application.

Signature of Authorized Official: \_\_\_\_\_ Date: \_\_\_\_\_

Name and Title: Art Shilosky, First Selectman



**APPENDIX G**  
**Statutory Requirement of Administrative Core Unit Functions**

In my official capacity as signatory for the \_\_Colchester\_\_\_\_ Youth Service Bureau, I, the undersigned authorized official\*, hereby recognize and support the statutory requirements and regulations of the Youth Service Bureau (C.G.S. Sections 10-19m through 10-19o) to provide the five Administrative Core Unit (ACU) functions of:

1. Management and Administration.
2. Research that provides for the continued assessment of community needs and assets.
3. Resource development.
4. Community involvement.
5. Advocacy on behalf of issues related to youth and families.

_____	<u><b>First Selectman</b></u>	_____
Name	Title	Date

\*Authorized official may be:

- Department Head
- Town Manager
- First Selectman
- Mayor

**YOUTH SERVICE BUREAU PROFILE**

- Name of YSB: Colchester
- B. Is the YSB a department of the municipality  or a nonprofit organization
- C. If municipal-based, is the YSB an independent department  or a department within a larger department, such as social services or human services
- Name or Department: Colchester Youth & Social Services
- D. Towns Served by YSB: Colchester
- E. Town Population: 16,068 Percent of population under age 18: 26%

**11. Funding:**

- A. YSB Grant (CSDE): 18,833
- B. Municipal Funds: 345,876
- C. Other State/Federal Grants: \$8,100
- D. Private grants and foundations: -
- E. Donations: 2,000
- F. Fundraising: 1,500
- Total YSB Cash Annual Budget (A+B+C+D+E+F): 376,309
  - Estimated Value of In-Kind Services: 50,000

**13. Staffing:**

- A. YSB Director: Valerie Geato Phone: 860 537-7255  
Email address: vgeato@colchesterct.gov  
Is the Director: Full-time  or part-time   
Union  or nonunion   
List the salary range for the Executive Director position: 55,000-75,000
- B. Additional Staff:
- Number of additional **full-time** staff: 3
- Number that are union: 3
  - Number that are nonunion: 0
- Number of additional **part-time** staff: 6
- Number that are union: 1
  - Number that are nonunion: 5
- Number of contracted personnel: 0



14. Programming:

A. Please place a **checkmark** next to each of the following programs offered by your YSB.

- after-school programming:
  - for elementary-age youth
  - for middle school-age youth
  - for high school-age youth
- Birth-Five parent/child programming (playgroups/support groups)
  
- Counseling Services: Are clinicians: hired  or contracted 
  - hourly rate  or daily rate
  - Individual Counseling  Group Counseling
  - Parent Training  Family Therapy
  
- Work Placement and Employment Counseling
- Alternative and Special Educational Opportunities
- Recreational and Youth Enrichment Programs
- Outreach Programs
- Preventive Programs (including youth pregnancy, youth suicide, violence, and alcohol and drug prevention)
- Positive Youth Development Programs
- Court Ordered Community Service
- Detention/Suspension/Expulsion Programs
- Juvenile Review Board
- Teen Center/Drop-In Center: after school  evenings  weekends
- Other Juvenile Justice Programs (please list): \_\_\_\_\_

**ADMINISTRATIVE CORE UNIT STRATEGIES AND PROGRAMS**

The YSBs of Connecticut adopted and implemented a RBA framework, designed to guide the programs administered and the strategies used to ensure success.

Summarize the proposed strategies and activities of the administrative core unit using the following format:

- a. Management and Administration – list one strategy and the activities necessary to enhance your operations. List measures you will use to determine how well you have done the activities and whether you have been successful. Group your strategies, activities and measures under the following headings (see sample in Appendix F).

Strategy	Activities	Measures
Recruit and retain a committed and qualified staff who reach their full potential in their positions	Provide opportunities for staff training Have weekly staff meetings Provide on-going feedback	Evaluations completed timely Implement employee development plans where needed Each staff member will participate in at least 3 trainings annually

- b. Youth Advocacy – list one strategy and the activities necessary to increase your youth advocacy. List measures you will use to determine how well you have done the activities and whether you have been successful.

Strategy	Activities	Measures
Increase awareness among elected officials and the community regarding needs of youth & services available	Maintain relationships and on-going contact with Legislators and local official on issues impacting youth and families	At least 4 youth will meet with legislators at the YSB Day at the LOB. Legislators will be invited to large community events

- c. Resource Development – list one strategy and the activities necessary to increase resources for your agency. List measures you will use to determine how well you have done the activities and whether you have been successful.

Strategy	Activities	Measures
Provide access to all programs for kids who receive free/reduced lunch through financial aid program	Leverage enough funding to cover the cost of all scholarships through fundraising initiatives and donations.	All kids who qualify will receive financial assistance.

2017-19 Youth Service Bureau Grant Application

- d. Community Involvement – list one strategy and the activities necessary to increase community involvement. List measures you will use to determine how well you have done the activities and whether you have been successful.

Strategy	Activities	Measures
Coordinate with local service providers to enhance the delivery of services	Participate in local system of care Host annual meeting of all local mental health service providers and school counselors	Attend all meetings of local system of care At least 70% of school counselors will attend providers meeting

- e. Research and Evaluation – list one strategy and the activities necessary to contribute to research. List measures you will use to determine how well you have done the activities and whether you have been successful.

Strategy	Activities	Measures
Evaluate programs and outcomes	Utilize the nFocus Outcome Measure tool to survey youth and track participation	At least 75% of program participants will be asked to answer questions measuring how well/better off measures

**DIRECT SERVICES UNIT STRATEGIES AND ACTIVITIES NARRATIVE**

Summarize the proposed strategies and activities of your direct service unit. If you have subcontracted, note services provided by the subcontractor. Group your strategies, activities and measures under the following headings (see sample in Appendix F).

1. Juvenile Justice – list one strategy and the activities necessary to address the juvenile justice area. List measures you will use to determine how well you have done and whether you have been successful.

Strategy	Activities	Measures
To offer a range of meaningful alternatives to the Criminal Justice System and to assist the school district in enforcing their discipline policies through intervention strategies that are responsible and community based.	The Review Board will design and offer alternatives that are aimed at: 1) promoting responsible behavior by offenders and 2) solving problems that may be at the root of the delinquent behavior, 3) and where possible, take into consideration the needs of the victim.	90% of cases will successfully fulfill requirements and have cases dismissed.

2. Mental Health Services – list one strategy and the activities necessary to provide mental health Services. List measures you will use to determine how well you have done the activities and whether you have been successful.

Strategy	Activities	Measures
Ensure that Colchester families are aware of mental health services available.	To provide referrals to youth and families to counseling agencies and mental health professionals.	Maintain a comprehensive directory of mental health providers
	Educate the community to reduce; 1) the stigma surrounding mental illness and 2) youth suicide	Provide opportunities for education through written information dissemination

3. Child Welfare – list one strategy and the activities necessary to promote child welfare. List measures you will use to determine how well you have done the activities and whether you have been successful.

Strategy	Activities	Measures
Provide School Supplies and school clothes to low income children	Collect clothing and supplies Recruit families to participate through food bank	All families who request assistance will receive school supplies and clothing

4. a. Teen Pregnancy Prevention – list one strategy and the activities necessary to prevent teen pregnancy. List measures you will use to determine how well you have done the activities and whether you have been successful.

Strategy	Activities	Measures
Develop programs to help adolescents develop the skills necessary to delay sexual activity thereby reducing the frequency of teen pregnancy	Offer gender specific programming to aid in the development of self-esteem and life skills, including long-term goal setting & vision for the future.	At least 8 girls will participate in Girls Circle program and use better off measures to evaluate

2017-19 Youth Service Bureau Grant Application

- b. Teen Parent Education – list one strategy and the activities necessary to educate teen parents. List the measures you will use to determine how well you have done the activities and whether you have been successful.

Strategy	Activities	Measures
Parents will have opportunities to gain knowledge and skills that will help them help their children develop into healthy, responsible and productive members of the community	Provide parent workshops and educational materials	Attendance Surveys

5. Positive Youth Development – list one strategy and the activities necessary to promote positive youth development. List measures you will use to determine how well you have done the activities and whether you have been successful.

Strategy	Activities	Measures
Youth will develop strong bonds to their peers, families, schools and communities while contributing to the well being of each of these groups and building skill and competencies	Provide curricular-based on going programs that are focused on character development, life skills and social skills.	Attendance Participants questionnaires Staff reports

6. Community Outreach – list one strategy and the activities necessary to improve community outreach. List measures you will use to determine how well you have done the activities and whether you have been successful.

Strategy	Activities	Measures
Colchester youth and families will develop a sense of connectedness in the community and the desire to create positive social change	Participate in annual community wide activities including family day, early childhood expo, etc.	Participation

**Advisory Board Composition Report**

**Composition Criteria**

- At least seven members.
- At least one member under 21-years-of-age (nonvoting member).
- Representatives from the school system, police department and a private youth-serving agency.
- At least one-third of the total membership from individuals who receive less than 50 percent of their income from delivering services to youth.
- At least one member on the Board from each municipality served by the YSB.

**1. Board Composition**

Attach a current membership list of your Advisory Board or Youth Commission to the grant application. The list should include at least the following information for each Board member:

- Name
- Member Type
  - Youth
  - School system representative
  - Police department representative
  - Private youth serving agency representative
  - Service consumer

Where a YSB serves more than one municipality, the membership list should also indicate that the Board includes a duly appointed representative from each municipality served.

**2. Board Type**

Check the appropriate board type for your Advisory Board.

- ✓ Advisory    Youth Commission    Other – please specify

**3. Vacancies and Waivers**

If your Advisory Board does not meet the composition criteria (see box above), please describe the circumstances below and refer to the instructions for information on requests for waivers and extensions:

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Anticipated date for meeting composition criteria: \_\_\_\_\_

**4. Board Meetings**

- |                                                                                       |              |
|---------------------------------------------------------------------------------------|--------------|
| (a) The number of times the YSB Advisory Board is scheduled to meet each fiscal year? | 10<br>_____  |
| (b) Are minutes of all meetings on file in your office and available for inspection?  | Yes<br>_____ |
|                                                                                       | Yes / No     |

**Impact of Services: Professional Learning Work Plan**

List a minimum of three Professional Learning activities in which you will participate in 2017-19. (Please refer to page 10, letter F for guidelines.)

Required Professional Learning Activities	Impacted Administrative Core Unit (ACU) Function
<p>1. Results Based Accountability</p> <p>Attend Conference/Training</p>	<p>Management &amp; Administration                      Youth Advocacy                      Resource Development                      Research and Evaluation</p>
<p>2. Proposed Professional Development</p> <p>CYSA Annual conference and Quarterly Trainings</p>	<p>Management &amp; Administration                      Youth Advocacy                      Community Involvement                      Research and Evaluation</p>
<p>3. Proposed Professional Development</p> <p>Speakers at monthly CYSA regional meetings</p>	<p>Management &amp; Administration                      Youth Advocacy                      Research and Evaluation</p>

2017-19 Youth Service Bureau Grant Application

ED114 FISCAL YEAR 2018

YOUTH SERVICE BUREAU BUDGET FORM

GRANT TITLE: YOUTH SERVICE BUREAU  
 PROJECT TITLE:  
 CORE-CT CLASSIFICATION: FUND: 11000 SPID: 17052 PROGRAM: 82079  
 BUDGET REFERENCE: 2018  
 CHARTFIELD1: 170002  
 CHARTFIELD2:

GRANT PERIOD: 07/01/17 - 06/30/18 AUTHORIZED AMOUNT:\$

AUTHORIZED AMOUNT by SOURCE: CURRENT DUE:\$  
 LOCAL BALANCE:\$ CARRY-OVER DUE:\$

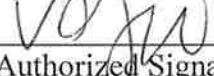
CODES	DESCRIPTIONS	BUDGET AMOUNT	CASH MATCH	IN-KIND
111A	NON-INSTRUCTIONAL	18,833	18,833	
200	PERSONAL SERVICES/EMPLOYEE BENEFITS			
300	PURCHASES PROFESSIONAL/TECHNICAL SVCS			
400	PURCHASED PROPERTY SERVICES			
500	OTHER PURCHASED SERVICES			
600	SUPPLIES			
700	PROPERTY			
800	DEBT SERVICE AND MISCELLANEOUS			
	TOTAL	18,833	18,833	

ORIGINAL REQUEST DATE \_\_\_\_\_ CT STATE DEPARTMENT OF EDUCATION DATE OF  
 REVISED REQUEST DATE \_\_\_\_\_ PROGRAM MANAGER AUTHORIZATION APPROVAL

**Grant/Match Summary**

CSDE Grant Award	18,833
Local Match:	
Municipal Appropriation	18,833
Other Funds	
In-Kind	
Total Local Match	18,833

I certify that the budget provided herein represents the planned income and expenditures of the YSB Grant funds and local match of the above grantee for the grant period July 1, 2017 through June 30, 2018, in accordance with all applicable instructions and statutory requirements.

  
 \_\_\_\_\_  
 Authorized Signature  
 Valerie Geato  
 \_\_\_\_\_  
 Typed Signature

July 1, 2017  
 \_\_\_\_\_  
 Date  
 July 1, 2017  
 \_\_\_\_\_  
 Date



Budget Object Codes

Include all budget account descriptions for the following categories:

**111A Non-Instructional**

Amounts paid to administrative employees of the grantee not involved in providing direct services to pupils/clients. Include all gross salary payments for these individuals while they are on the grantee payroll including overtime salaries or salaries paid to employees of a temporary nature.

**200 Personal Services - Employee Benefits**

Amounts paid by the grantee on behalf of employees; these amounts are not included in the gross salary, but are in addition to that amount. Such payments are fringe benefit payments and, while not paid directly to employees, nevertheless are part of the cost of personal services.

**300 Purchased Professional and Technical Services**

Services which, by their nature, can be performed only by persons or firms with specialized skills and knowledge. While a product may or may not result from the transaction, the primary reason for the purchase is the service provided. Included are the services of architects, engineers, auditors, dentists, medical doctors, lawyers, consultants, teachers, accountants, etc.

**400 Purchased Property Services**

Services purchased to operate, repair, maintain, and rent property owned or used by the grantee. These services are performed by persons other than grantee employees. While a product may or may not result from the transaction, the primary reason for the purchase is the service provided.

**500 Other Purchased Services**

Amounts paid for services rendered by organizations or personnel not on the payroll of the grantee (separate from Professional and Technical Services or Property Services). While a product may or may not result from the transaction, the primary reason for the purchase is the service provided.

**600 Supplies**

Amounts paid for items that are consumed, worn out or deteriorated through use, or items that lose their identity through fabrication or incorporation into different or more complex units or substances.

**700 Property**

Expenditures for acquiring fixed assets, including land or existing buildings, improvements of grounds, initial equipment, additional equipment, and replacement of equipment. In accordance with the Connecticut State Comptroller's definition equipment, included in this category are all items of equipment (machinery, tools, furniture, vehicles, apparatus, etc.) with a value of over \$1,000.00 and the useful life of more than one year and data processing equipment that has unit price under \$1,000.00 and a useful life of not less than five years.

**800 Debt Service and Miscellaneous**

Amounts paid for goods and services not otherwise classified above.

**Budget Narrative – Income**

Provide a detailed description of the sources and amounts of funds and in-kind services to be used for the local match. Line item totals should agree with line items on the Grant and Local Match Summary form.

Account Name	Description	Line Item Total
Funds from the CSDE YSB Grant Program		18,833
Other Funds (State and Federal)	List source and amounts for other funds that will be used as matching funds for this grant.	
Municipal Appropriation	The portion of the amount appropriated to the YSB by the town(s) to be served that will be used as matching funds for this grant. List town(s):	18,833
In-Kind	List source and amounts for in-kind contributions that will be used as match for this grant.	

**Budget Narrative – Expenses**

Provide a detailed description of the expenses to be funded by the YSB grant funds and required local match for each expense account. Copy this form as necessary. Line item totals should agree with line items on the “Grant and Local Match Budget” form.

Account Code/Name	Description	Line Item Total
111A Non-Instructional		18,833

**APPENDIX B**  
**List of Youth Service Bureaus Eligible for State Grants**

ANSONIA	MIDDLETOWN	WEST HAVEN
ASHFORD	MILFORD	WESTON
AVON	MONTVILLE	WESTPORT
BERLIN	NAUGATUCK	WETHERSFIELD
BLOOMFIELD	NEW BRITAIN	WILLINGTON
BRANFORD	NEW CANAAN	WILTON
BRIDGEPORT	NEW HAVEN	WINCHESTER
BRISTOL	NEWINGTON	WINDHAM
CANAAN	NEW LONDON	WINDSOR
CANTON	NEW MILFORD	WINDSOR LOCKS
CHESHIRE	NEWTOWN	WOODBIDGE
CLINTON	NORTH BRANFORD	WATERBURY YOUTH SERVICE SYSTEM, INC.
COLCHESTER	NORTH HAVEN	SOUTHBURY/ MIDDLEBURY
COLUMBIA	NORWALK	NOROTON HEIGHTS DEPOT
COVENTRY	NORWICH	
CROMWELL	OLD LYME	
DANBURY	OLD SAYBROOK	
DERBY	ORANGE	
DURHAM	PLAINFIELD	
EAST GRANBY	PLAINVILLE	
EAST HADDAM	PORTLAND	
EAST HAMPTON	PRESTON	
EAST HARTFORD	PROSPECT	
EAST HAVEN	RIDGEFIELD	
EAST LYME	ROCKY HILL	
EAST WINDSOR	SHELTON	
ELLINGTON	SIMSBURY	
ENFIELD	SOMERS	
ESSEX	SOUTHINGTON	
FAIRFIELD	SOUTH WINDSOR	
FARMINGTON	STAFFORD	
GLASTONBURY	STAMFORD	
GRANBY	STONINGTON	
GREENWICH	STRATFORD	
GRISWOLD	SUFFIELD	
GROTON	THOMASTON	
GUILFORD	TOLLAND	
HAMDEN	TORRINGTON	
HARTFORD	TRUMBULL	
HEBRON	VERNON	
KILLINGWORTH	VOLUNTOWN	
LEDYARD	WALLINGFORD	
MADISON	WATERFORD	
MANCHESTER	WATERTOWN	
MANSFIELD	WESTBROOK	
MERIDEN	WEST HARTFORD	

2017-19 Youth Service Bureau Grant Application

**APPENDIX C**  
**List of Towns/Youth-Servicing Agencies and CSDE Codes**

<b>CODE</b>	<b>Town</b>	<b>CODE</b>	<b>Town</b>
1	ANDOVER	51	FAIRFIELD
2	ANSONIA	52	FARMINGTON
3	ASHFORD	53	FRANKLIN
4	AVON	54	GLASTONBURY
5	BARKHAMSTED	55	GOSHEN
6	BEACON FALLS	56	GRANBY
7	BERLIN	57	GREENWICH
8	BETHANY	58	GRISWOLD
9	BETHEL	59	GROTON
10	BETHLEHEM	60	GUILFORD
11	BLOOMFIELD	61	HADDAM
12	BOLTON	62	HAMDEN
13	BOZRAH	63	HAMPTON
14	BRANFORD	64	HARTFORD
15	BRIDGEPORT	65	HARTLAND
16	BRIDGEWATER	66	HARWINTON
17	BRISTOL	67	HEBRON
18	BROOKFIELD	68	KENT
19	BROOKLYN	69	KILLINGLY
20	BURLINGTON	70	KILLINGWORTH
21	CANAAN	71	LEBANON
22	CANTERBURY	72	LEDYARD
23	CANTON	73	LISBON
24	CHAPLIN	74	LITCHFIELD
25	CHESHIRE	75	LYME
26	CHESTER	76	MADISON
27	CLINTON	77	MANCHESTER
28	COLCHESTER	78	MANSFIELD
29	COLEBROOK	79	MARLBOROUGH
30	COLUMBIA	80	MERIDEN
31	CORNWALL	81	MIDDLEBURY
32	COVENTRY	82	MIDDLEFIELD
33	CROMWELL	83	MIDDLETOWN
34	DANBURY	84	MILFORD
35	DARIEN	85	MONROE
36	DEEP RIVER	86	MONTVILLE
37	DERBY	87	MORRIS
38	DURHAM	88	NAUGATUCK
39	EASTFORD	89	NEW BRITAIN
40	EAST GRANBY	90	NEW CANAAN
41	EAST HADDAM	91	NEW FAIRFIELD
42	EAST HAMPTON	92	NEW HARTFORD
43	EAST HARTFORD	93	NEW HAVEN
44	EAST HAVEN	94	NEWINGTON
45	EAST LYME	95	NEW LONDON
46	EASTON	96	NEW MILFORD
47	EAST WINDSOR	97	NEWTOWN
48	ELLINGTON	98	NORFOLK
49	ENFIELD	99	NORTH BRANFORD
50	ESSEX	100	NORTH CANAAN

2017-19 Youth Service Bureau Grant Application

**APPENDIX C (cont.)**

<b>CODE</b>	<b>Town</b>	<b>CODE</b>	<b>Town</b>
101	NORTH HAVEN	153	WATERTOWN
102	NORTH STONINGTON	154	WESTBROOK
103	NORWALK	155	WEST HARTFORD
104	NORWICH	156	WEST HAVEN
105	OLD LYME	157	WESTON
106	OLD SAYBROOK	158	WESTPORT
107	ORANGE	159	WETHERSFIELD
108	OXFORD	160	WILLINGTON
109	PLAINFIELD	161	WILTON
110	PLAINVILLE	162	WINCHESTER
111	PLYMOUTH	163	WINDHAM
112	POMFRET	164	WINDSOR
113	PORTLAND	165	WINDSOR LOCKS
114	PRESTON	166	WOLCOTT
115	PROSPECT	167	WOODBIDGE
116	PUTNAM	168	WOODBURY
117	REDDING	169	WOODSTOCK
118	RIDGEFIELD	630	UNITED WAY OF GREENWICH
119	ROCKY HILL	631	WATERBURY YOUTH SERVICE SYSTEM INC.
120	ROXBURY		
121	SALEM	632	SOUTHBURY/MIDDLEBURY
122	SALISBURY	633	NOROTON HEIGHTS DEPOT
123	SCOTLAND		
124	SEYMOUR		
125	SHARON		
126	SHELTON		
127	SHERMAN		
128	SIMSBURY		
129	SOMERS		
130	SOUTHBURY		
131	SOUTHINGTON		
132	SOUTH WINDSOR		
133	SPRAGUE		
134	STAFFORD		
135	STAMFORD		
136	STERLING		
137	STONINGTON		
138	STRATFORD		
139	SUFFIELD		
140	THOMASTON		
141	THOMPSON		
142	TOLLAND		
143	TORRINGTON		
144	TRUMBULL		
145	UNION		
146	VERNON		
147	VOLUNTOWN		
148	WALLINGFORD		
149	WARREN		
150	WASHINGTON		
151	WATERBURY		
152	WATERFORD		



# Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

**Commission Chairmen Regular Meeting Minutes  
Thursday, July 20, 2017, 7PM  
Colchester Town Hall - Meeting Room 1**

RECEIVED  
COLCHESTER, CT  
2017 JUL 21 PM 2:36  
Holt Furman  
TOWN CLERK

**MEMBERS PRESENT:** First Selectman Art Shilosky, Selectman R Coyle, Selectman Denise Mizla, and Selectman Stan Soby via teleconference

**MEMBERS ABSENT:** Selectman John Jones

**1. Call to Order**

First Selectman A Shilosky called the meeting to order at 7:00 p.m.

**2. Commission Updates – Commission Chairs**

Nick Norton reported on **Open Space** – Continue to look at properties of potential value. Currently looking at property by Comstock Bridget Rd. It is a former mill site. Not sure if there are environmental issues.

**WRITTEN REPORTS RECEIVED FROM THE FOLLOWING (attached):**

Jean Stawicki regarding **Commission on Aging**  
Laurie Robinson regarding **Zoning Board of Appeals**  
Jean Walsh regarding **Economic Development**

**3. Adjourn**

R Coyle moved to adjourn at 7:01 p.m., seconded by D Mizla. Unanimously approved. MOTION CARRIED.

D Mizla moved to reopen the Commission Chairmen meeting at 7:27 p.m., seconded by R Coyle. Unanimously approved. MOTION CARRIED

Merja Lehtinen reported on **Cable Advisory** – Comcast cable joined the statewide provider. No longer limited to franchise which will create more market competition. Hughs, a nationwide provider, will be offering services in Colchester. A Shilosky stated that Eversource will be replacing 300 poles throughout Colchester.

Don Philips reported on Charter Revision – at the last meeting they finished drafting the 6 questions. May hold another public forum if there is time.

R Coyle moved to adjourn at 7:36 p.m., seconded by D Mizla. Unanimously approved. MOTION CARRIED.

Attachments (3)

Respectfully submitted,

Tricia Dean  
Clerk



# Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

**Board of Selectmen Minutes  
Regular Meeting Minutes  
Thursday, July 20, 2017  
Immediately following Chairmen Commission Meeting  
Colchester Town Hall**

RECEIVED  
COLCHESTER, CT  
2017 JUL 24 PM 11:02  
DANIEL SORRAN  
TOWN CLERK

**MEMBERS PRESENT:** First Selectman Art Shilosky, Selectman Rosemary Coyle, Selectman Denise Mizla, and Selectman Stan Soby via teleconference

**MEMBERS ABSENT:** Selectman John Jones

**OTHERS PRESENT:** PW Director J Paggioli, Town Clerk G Furman and Clerk T Dean

**1. Call to Order**

A Shilosky called the meeting to order at 7:02 p.m.

**2. Additions to the Agenda – none**

**3. Citizen's Comments – none**

**4. Consent Agenda**

1. Conservation Commission – Rebecca Meyer reappointment for a three year term to expire on 10/31/2020
2. Parks and Recreation Commission – David O'Brien resignation

R Coyle moved to approve the consent agenda, seconded by S Soby. Unanimously approved. MOTION CARRIED

**5. Approve Minutes of the July 6, 2017 Regular Board of Selectmen Meeting**

R Coyle corrected #8, fifth sentence, from 'red' to 'read'.

R Coyle moved to approve the minutes of the Regular Board of Selectmen meeting of July 6, 2017 as amended, seconded by S Soby. Unanimously approved with one abstention by D Mizla. MOTION CARRIED.

**6. Boards and Commissions – Interviews and/or Possible Appointments and Resignations**

**a. Parks and Recreation – Possible appointments**

R Coyle moved to appoint Matt Pulse to the Parks and Recreation Commission for a four year term to expire 11/30/2019, seconded by S Soby. Unanimously approved. MOTION CARRIED.

R Coyle moved to postpone action on applicants Steve Langelo and Tracey Bruni until they attend one meeting of the Parks and Recreation Commission, seconded by D Mizla. Unanimously approved. MOTION CARRIED

**b. Conservation Commission – Sandra DeRusa possible appointment for a three year term to expire 10/31/2019**

R Coyle moved to appoint Sandra DeRusa to the Conservation Commission for a three year term to expire 10/31/2019, seconded by D Mizla. Unanimously approved. MOTION CARRIED

**7. Discussion and Possible Action on Transfer Station – Propane Tank Fee Establishment & Mattress Recycling**

R Coyle moved that the fee structure for Propane Tanks herein noted, be established for receiving of these tanks at the Colchester Transfer Station, seconded by D Mizla. Unanimously approved. MOTION CARRIED

**8. Discussion and Possible Action on Charter Revision Public Hearing**

R Coyle moved to send the Charter Revision changes to public hearing on July 27, 2017 at 7pm, seconded by S Soby. Unanimously approved. MOTION CARRIED

**9. Discussion on Procedures for New Applicants Applying for Appointed Board & Commission Positions**

Discussion on how many meetings an applicant should attend before interviewing. The Board decided on one meeting requirement on the commission they are interested in before applying. S Soby stated it would also be helpful when receiving an application that the applicant is notified of this was well as to review the B&C Handbook and Charter.

S Soby moved to approve what was presented, including that the applicant attend at least one meeting for the



commission in which they applied, seconded by R Coyle. Unanimously approved. MOTION CARRIED.

**10. Discussion on Use of Remotely Controlled Aircraft (Drones)**

A Shilosky stated that towns cannot regulate drone use, that it is governed by the FAA. S Soby inquired as to why the state parks can regulate. Would be helpful to have a clear understanding of why the state can regulate vs municipalities. A Shilosky will research that further. A Shilosky also stated that the town is not covered by insurance for drone usage.

**11. Citizen's Comments**

Joanne Philips inquired if there was a noise ordinance in place. S Soby stated that there is not one. Research was done in the past and the level of training and equipment required to enforce was beyond the scope of capability.

**12. First Selectman's Report - none**

**13. Liaison Reports**

R Coyle reported on the Commission on Aging (attached)

S Soby reported on Agriculture Commission – considerable activity on the farm to school initiative. Attendees from the American Garden Club annual conference are visiting Colchester in July. They will have a tour of farms and gardens throughout town, with lunch at the Colchester Federated Church. Local groups in Colchester will be present. Kick off will be by A Shilosky at 9:15am. Katherine Kosiba has done fantastic work in coordinating this event. S Soby noted that the planters throughout town have been re-done by the Garden Club and they look terrific.

**12. Adjourn**

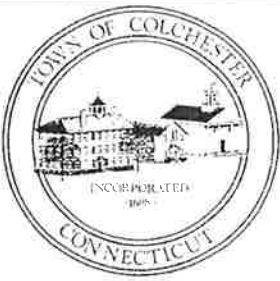
R Coyle moved to adjourn at 7:27 p.m., seconded by D Mizla. Unanimously approved. MOTION CARRIED.

Attachment: Commission on Aging Report

Respectfully submitted,



Tricia Dean, Clerk



# Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Board of Selectmen Minutes  
Special Meeting Minutes  
Monday, August 7, 2017  
Colchester Town Hall @ 9:30am

RECEIVED  
CLERK, CT  
2017 AUG -7 PM 12:20  
Gayle Usman  
Town Clerk

**MEMBERS PRESENT:** First Selectman Art Shilosky, via teleconference Selectman John Jones and Selectman Denise Mizla

**MEMBERS ABSENT:** Selectman Stan Soby and Selectman Rosemary Coyle

**1. Call to Order**

First Selectman A Shilosky called the meeting to order at 10:03 am

**2. Budget Transfers**

D. Mizla moved to approve the transfer of \$25,088 from Snow 13204-40103, 41230, 42333, 42340 to Snow Reserve Fund 18501-50285 and send to Town Meeting on August 17, 2017 at 7pm, seconded by J Jones. Unanimously approved. MOTION CARRIED

D Mizla moved to approve the transfer of \$50 from Snow 13204-42333 to Snow Professional 13204-44208 and send to Town Meeting on August 17, 2017 at 7pm, seconded by J Jones. Unanimously approved. MOTION CARRIED.

D Mizla moved to approve the transfer of \$56,500 from Highway 13201-40101, Grounds 13203-40101, facilities 13205-40101, 41230, 44208 to Capital 18501-50500 and send to Town Meeting on August 17, 2017 at 7pm, seconded by J Jones. Unanimously approved. MOTION CARRIED.

**3. Adjourn**

J Jones moved to adjourn at 10:11 am, seconded by D Mizla. Unanimously approved. MOTION CARRIED.

Respectfully submitted,

Tricia Dean, Clerk



# Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

DATE: 6/26/17

## BOARDS & COMMISSIONS APPLICATION

Name: Tracey Brunl

Address: 91 Alexander Drive Colchester, CT. 06415

Home Phone: \_\_\_\_\_ Email teb516@yahoo.com FAX: \_\_\_\_\_

Cell Phone: 860-861-9823 Town Residency 9 Years

Party Affiliation:  Democrat  Republican  Unaffiliated (check one)

Commission or Board you are interested in serving on: Parks & Rec

Educational Background: List name and location of school, # of years attended, Subjects/Major, Did you graduate?

High School: Lockport Senior High School, Lockport, NY 14094  
dates attended 1985-1988  
graduation date 1988

College: Fisher College Boston, MA 02116 - Assoc. of Science in  
Fashion Merchandising 1990  
Umass Boston - Boston, MA - BA in English 1997

Trade, Business \_\_\_\_\_  
Or Correspondence \_\_\_\_\_  
School \_\_\_\_\_

**Work Experience:** List length of employment, name and address of employer, position & reason for leaving:

2014-present Salem Public Schools - Instructional Aide  
2013-2014 Colchester Eye Care - Front Desk Receptionist  
2002-2008 Holliston Public Schools, Holliston, MA 8th gr. LA teacher

Are you capable of making the commitment of time necessary to serve on this Board or Commission? yes

Why are you interested in serving? I would like to become more involved in our community and as a mother of six year old twins I would like to ensure that they continue to enjoy the amenities offered through Parks & Rec. Colchester is a very family-friendly town and part of the reason is because of all the activities offered through Parks & Rec.

Do you have any experience or familiarity with this area? As an educator, I have a great deal of experience working with children in different age groups. I have planned and participated in field trips and school wide activities. Our own children have taken part in several activities offered through Parks & Rec. and we have had only good experiences.

If you are not appointed to this board or commission, would you be interested in other forms of public service?

Which ones? youth Services or Agriculture Commission

Date: 6/26/17

Signature: Jacey Brunni

## Tricia Dean

---

**From:** Cheryl Hancin  
**Sent:** Friday, August 11, 2017 3:20 PM  
**To:** Tricia Dean  
**Subject:** Fwd: Parks & Rec volunteer

She came to a Rec commission meeting and she spoke a bit about her experiences and seemed to be a good fit. Will you get in touch with her?

Cheryl Preston  
Recreation Manager  
Colchester Parks and Recreation  
127 Norwich Ave.  
Colchester, CT 06415  
(860) 537-7297

---

**From:** Tracey Bruni <teb516@yahoo.com>  
**Sent:** Friday, August 11, 2017 9:41:04 AM  
**To:** Tricia Dean; Cheryl Hancin  
**Subject:** Parks & Rec volunteer

Hi Tricia,

I wanted to let you know that I am interested a volunteer with Parks & Rec and wanted to know what the next step is. I went to the meeting on Monday and spoke to the board.

Thank you for your help.

Tracey Bruni

Sent from Yahoo Mail on Android

**Parks and Recreation Commission-8 Members, 2 Alternates, Members=4 years, Alternates=3 years**

<i>Position</i>	<i>Name</i>	<i>Party</i>	<i>Phone</i>	<i>E-mail</i>	<i>Expiration Date</i>
Chair	Eric Kundahl	R	860-267-0101	<a href="mailto:ekundahl@gmail.com">ekundahl@gmail.com</a>	12/31/2018
Vice Chair	Tracy Loskant	U	860-267-5965	<a href="mailto:latrix@live.com">latrix@live.com</a>	11/30/2019
Member	VACANT				11/1/2016
Member	Frank Ricci	U	860-537-2229	<a href="mailto:frankricci@gmail.com">frankricci@gmail.com</a>	11/1/2017
Member	Norm Kaplan	D	860-537-1457	<a href="mailto:nkaplan@snet.net">nkaplan@snet.net</a>	11/1/2017
Member	Matt Pulse	D	860-537-0173	<a href="mailto:mattpulse@gmail.com">mattpulse@gmail.com</a>	11/30/2019
Member	Lynne Stephenson	D	860-537-0081	<a href="mailto:lweir@U3W.net">lweir@U3W.net</a>	11/1/2019
Member	Kristen Moody	U	860-537-1400	<a href="mailto:moodyyones@comcast.net">moodyyones@comcast.net</a>	11/30/2018
Alternate	VACANT				1/1/2019
Alternate	VACANT				11/30/2018

**Parks and Recreation Commission**

2/3



# Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

DATE: JUNE 30, 2017

## BOARDS & COMMISSIONS APPLICATION

Name: MICHAEL W. HINCHLIFFE

Address: 14 HEATHERWOOD DRIVE Colchester, CT. 06415

Home Phone: 860-537-2497 Email: MWHINCHLIF@AOL.COM FAX: X

Cell Phone: 860-604-1387 Town Residency 10+ Years

Party Affiliation:  Democrat  Republican  Unaffiliated (check one)

Commission or Board you are interested in serving on: ECONOMIC DEVELOPMENT COMMISSION

Educational Background: List name and location of school, # of years attended, Subjects/Major, Did you graduate?

High School: PRINCE OF WALES, NAIROBI, KENYA (4 YRS) GRADUATED / ASHFORD GRAMMER SCHOOL, 2 YRS, COMPLETED / YES

College: NON

Trade, Business Or Correspondence School: AFTER MILITARY SERVICE (RAF), HIGHER NATIONAL CERTIFICATE STUDIES (MECH. ENG); MANCHESTER BUSINESS SCHOOL, MANCHESTER, ENGLAND / SUBSEQUENT BUSINESS COURSES THROUGHOUT CAREER.

CONTINUED ON REVERSE SIDE

3/3

Work Experience: List length of employment, name and address of employer, position & reason for leaving:

CURRENTLY RETIRED ; VOLUNTEERING WITH SCORE /  
45 YEARS WITH MAJOR MANUFACTURER OF INTERNATIONAL  
MECHANICAL ENGINEERING EQUIPMENT - ALL DEPARTMENTS  
MANAGER ; MINING & EXPORT , WORKED IN INDIA / UK & LATESTLY  
THE USA --- to PRESIDENT

Are you capable of making the commitment of time necessary to serve on this Board or Commission? YES.

Why are you interested in serving? COLCHESTER IS OUR TOWN & LIVING  
HERE IS GOOD , WANT TO BE INVOLVED IN KEEPING IT  
SO -

Do you have any experience or familiarity with this area? LIVED HERE NOW FOR  
SEVERAL YEARS ; GRAND CHILDREN IN OUR SCHOOL  
SYSTEM. AM ON THE CHARTER REV. COMMISSION.

If you are not appointed to this board or commission, would you be interested in other forms of public service?

Which ones? ZONING / POLICE /

Date: JULY. 14 2017

Signature: [Handwritten Signature]





# *Town of Colchester, Connecticut*

95 Norwich Avenue, Colchester, Connecticut 06415

Patricia A. Watts, Director of Senior Services/Municipal Agent

## **MEMORANDUM**

**To:** Board of Finance

**From:** Patricia A. Watts, Director of Senior Services

**Date:** 08/07/17

**Re:** Section 5310A Funding for Vehicle Replacement

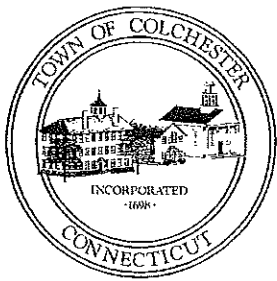
Section 5310A funding is used to fund the replacement of vehicles which have exhausted their useful life. Our 18 passenger 2010 Ford mini-bus is slated for retirement. The grant application was submitted to CTDOT on May 8, 2015 and we received word on July 21, 2017 that our application was approved with up to \$53,600.00 provided by CTDOT. Funding will be utilized for the procurement of a new 20 passenger mini-bus. This vehicle would accommodate up to 18 passengers and an additional 2 passengers in wheelchairs. It will be used to provide transportation services for seniors and disabled individuals ages 18 and older through the operations of the Colchester Senior Center in the Department of Senior Services. The cost of the bus will be approximately \$67,000, with \$53,600 (80%) of the funding provided through the DOT and \$13,400 (20%) required as local matching funds. Delivery of the bus is anticipated for July, 2018.

### **Recommended Motion**

Authorize the expenditure of an amount not to exceed \$13,400 from the Vehicle Reserve Fund for the local match requirement for the acquisition of a 20 passenger wheel chair life mini-bus.

Respectfully Submitted,

Patricia A. Watts



# *Town of Colchester, Connecticut*

95 Norwich Avenue, Colchester, Connecticut 06415

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Patricia A. Watts, Director of Senior Services/Municipal Agent

## **MEMORANDUM**

**To:** Board of Selectmen

**From:** Patricia A. Watts, Director of Senior Services

**Date:** 08/14/17

**Re:** Execution of Grant Contract with Senior Resources Agency on Aging

---

Grant funding in the amount of \$14,665.00 has been awarded for the 2017-2018 Fiscal Year (beginning October, 1, 2016) to fund the Making Memories Program at the Colchester Senior Center. There is a copy enclosed, which needs to be signed and returned to Senior Resources by August 25, 2017.

### **Recommended Motion**

Motion to approve the FY 2017-2018 Making Memories Grant and authorize the First Selectman to sign all necessary documents.

Respectfully Submitted,

Patricia A. Watts  
Director of Senior Services/Municipal Agent



STATE OF CONNECTICUT  
DEPARTMENT OF TRANSPORTATION



2800 BERLIN TURNPIKE, P.O. BOX 317546  
NEWINGTON, CONNECTICUT 06131-7546

Phone:

(860) 594-2834

July 17, 2017

Ms. Patricia Watts  
Director of Senior Services  
Town of Colchester  
127 Norwich Avenue  
Colchester, CT 06415

Dear Ms. Watts:

Fifty-three (53) organizations throughout the state applied for vehicle grant funding under the Federal Transit Administration's (FTA) federal fiscal year 2016 Section 5310 Program. The regional planning organizations and the Connecticut Department of Transportation (CTDOT) reviewed and prioritized all eligible applications.

As a result of the coordinated review and prioritization process, your organization has been selected to receive a cash grant from the Section 5310 program. The grant will pay for up to 80% of the cost of a wheelchair accessible vehicle, not to exceed the amount estimated in the application or 80% of the actual vehicle cost, whichever is lower. The remaining vehicle cost must be funded by your organization.

This grant must be used towards the purchase of one (1) new wheelchair accessible vehicle(s) for the transportation of the elderly and/or persons with disabilities.

CTDOT will begin the implementation of this project as soon as FTA awards the grant.

Enclosed with this letter is a certification for acceptance of the grant. The signature of an authorized official will confirm that your organization has sufficient resources available to provide the funding needed to pay the balance of the vehicle(s) cost and to maintain and operate the vehicle. **The information requested on the acceptance certification form will be used to construct your agreement with the State.**

July 17, 2017

Please return the enclosed Acceptance Certification form to Ellen M. Lawrence, Transportation Planner 2, Connecticut Department of Transportation, P.O. Box 317546, Newington, CT 06131-7546 no later than Friday, August 25, 2017.

No procurement activities can begin until an agreement is in place between CTDOT and your organization. Information about the vehicle procurement and the documentation required will be included with your agreement.

The purchase of these vehicles must follow an FTA compliant process. There is an FTA compliant vehicle contract available from which your organization can purchase a vehicle(s). If your organization chooses to procure a vehicle(s) without using the above-mentioned contract, you must request authorization in writing from CTDOT prior to beginning the vehicle procurement. You will be contacted in the near future regarding the date of any procurement meeting(s).

If you have any questions or require further information, please contact Ms. Lawrence at (860) 594-2912.

Sincerely,



Lisa Rivers  
Transit Manager  
Bureau of Public Transportation

cc: Mr. James Butler, Southeastern Connecticut Council of Governments

ACCEPTANCE CERTIFICATION  
SECTION 5310 GRANT  
Federal Fiscal Year 2016

This will certify that Town of Colchester  
(Name of Organization) will accept a Section 5310 grant from the Connecticut Department of Transportation (CTDOT) and has sufficient resources available to provide the local match for the purchase of the vehicle as well as for operation of the vehicle(s).

Please note that the CTDOT must be listed as first lien holder on the motor vehicle registration(s) for the vehicle(s). Titles will be retained by the Department. Also, the vehicle must, during its useful life, be registered in accordance with all the rules and regulations of the Connecticut Department of Motor Vehicles.

**DO NOT** take any action toward ordering a vehicle at this time. Once an agreement between CTDOT and your organization is executed, you have ninety (90) calendar days from receipt of the agreement to forward to CTDOT a written confirmation that the bid process for purchase of a wheelchair accessible vehicle has been initiated, or that your organization will procure the vehicle through an open option on an FTA compliant procurement.

Once your organization has taken delivery of the vehicle, the following must be submitted to CTDOT within 3 – 5 business days; (1) a dated manufacturer's or dealer's invoice naming the organization as recipient of the vehicle, (2) vehicle acceptance form, (3) post-delivery federal motor vehicle safety standards (FMVSS) certification requirement, (4) post-delivery purchaser's requirements certification fully identifying the vehicle, (5) post-delivery buy America certification requirement, (6) copies of the Certificate of Origin(s) and (7) Acord Certificate of Liability Insurance form. If these conditions are not met, you acknowledge that this cash grant will be returned to CTDOT.

In order to expedite the delivery, the group may order a vehicle in advance of receipt of a fully executed agreement; however, this action must follow an FTA compliant procurement process and shall be taken entirely at the risk of the agency.

**TYPE OR PRINT THE FOLLOWING, AS YOUR AGREEMENT WILL BE WRITTEN USING THE INFORMATION EXACTLY AS IT APPEARS BELOW: This information and the Secretary of State Concord Records for your organization must match exactly or your agreement cannot be executed.**

Legal Name of Organization: Town of Colchester

Address: 127 Norwich Ave. Colchester, CT 06415

Name and Title of person authorized to sign an agreement on behalf of your organization:

Arthur Shilosky, First Selectman, Town of Colchester

Your organization's nine-digit Federal Employer Identification Number: 06-6001974

\_\_\_\_\_  
Signature/Title of Authorized Official

\_\_\_\_\_  
Date

**\* PLEASE KEEP A COPY OF THIS INFORMATION FOR YOUR OWN RECORDS \***

[Home](#) » [Drone Law Blog](#) » [State Drone Law](#) » Connecticut Drone Laws (2017)

## Connecticut Drone Laws (2017)

*in State Drone Law*

NOTICE: This article is for information purposes only! This article is ONLY for state laws that are DRONE specific. Local laws and “aircraft” related laws could potentially apply and were outside of the focus of this article. It might NOT be up to date. You should seek out a competent attorney licensed in the state you are interested in before operating.

**[Traveling? Click here to see other US drone laws by state.](#)**

Current as of July 1, 2017

### Public Act No. 17-52 AN ACT CONCERNING MUNICIPALITIES AND UNMANNED AIRCRAFT.

Be it enacted by the Senate and House of Representatives in General Assembly convened:

Section 1. (NEW) (*Effective from passage*) (a) As used in this section, “commercial unmanned aircraft” means an aircraft operated remotely by a pilot in command holding a valid remote pilot certificate with a small unmanned aircraft systems rating issued by the Federal Aviation Administration.

(b) No municipality shall enact or enforce an ordinance or resolution that regulates the ownership, possession, purchase, sale, use, transportation or operation of any commercial unmanned aircraft or otherwise regulate the ownership, possession, purchase, sale, use, transportation or operation of such aircraft, except as otherwise authorized by state and federal law, and to the extent they do not conflict with policies and procedures adopted by the Connecticut Airport Authority. Notwithstanding the provisions of this section, any municipality that is also a water company, as defined in section 25-32a of the general statutes, may enact and enforce ordinances or resolutions that regulate or prohibit the use or operation of private and commercial unmanned aircraft over such municipality’s public water supply and Class I or Class II land, as described in section 25-37c of the general statutes, provided such ordinances or resolutions do not conflict with federal law or policies and procedures adopted by the Connecticut Airport Authority.

Approved June 13, 2017

Connecticut General Assembly committee issued a [report in 2014 on Drone Use Regulation](#). It is best to read this report as it details how many Connecticut laws could apply to drones. Keep in mind this was done in 2014 so some laws could have changed.

Additionally, [Connecticut Department of Energy and Environmental Protection created a page](#) on remote controlled model aircraft or drones letting them know that their use is “prohibited at Connecticut State Parks, State Forests or other lands under the control of the Department of Energy and Environmental Protection, unless specifically authorized by the Commissioner in a Special Use License.” The page also mentions that noise, hazards, wildlife disruption regulations could apply.



**Senate Bill No. 975**

**Public Act No. 17-52**

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Approved June 13, 2017



# A model for Cities

## Ordinance for the Promotion of Drone Innovation & Accountability

The National League of Cities' model ordinance is designed to be flexible enough to foster innovation – and comprehensive enough to keep citizens safe. It empowers local leaders to implement solutions tailored to the needs of their community; ensures the safety of residents; avoids an undue burden on drone operators and the cities where they fly; and harnesses the transformative power of drones to improve our lives.

Taken together, the components of this model ordinance create an efficient and effective system of accountability for drones operating in cities.

### Ordinance for the Promotion of Drone Innovation & Accountability

AN ORDINANCE TO ENCOURAGE INNOVATIVE AND SAFE USES OF UNMANNED AIRCRAFT WHILE ADDRESSING CONCERNS ABOUT ACCOUNTABILITY.

#### Section 1 – Purpose.

The City encourages the safe and responsible use of Unmanned Aircraft. This ordinance is designed to empower innovation while protecting and promoting the health, safety, and welfare of its citizens.

#### Section 2 – Definitions.

An “Unmanned Aircraft” shall mean an aircraft operated without the possibility of direct human intervention from within or on the aircraft. This definition includes devices commonly referred to as drones, remote controlled aircraft, and model aircraft.

#### Section 3 – Development of Rules.

In addition to the specific requirements set forth below, the City directs and delegates to its City Manager the authority to develop rules for the operation of Unmanned Aircraft within the City limits, consistent with this ordinance. The City Manager must publish such rules on the City's website, or through other equivalent internet accessible systems, and must periodically report to the Council at least once per year on the implementation of such rules, including information regarding enforcement actions and the costs associated with implementing and enforcing such rules. The rules developed by the City Manager must be consistent with the following:

A. The City Manager may adopt reasonable restrictions on the time, place, and manner in which a person may land, launch, or otherwise operate an Unmanned Aircraft so as not to interfere with the health, safety, and welfare of City residents. Such



## A Model for Cities: Drones

restrictions may not place an undue burden on recreational or commercial operation of Unmanned Aircraft. To ensure that restrictions are easily accessible by Unmanned Aircraft operators, such restrictions should be published on the City's website or through other equivalent internet accessible systems.

B. The City Manager may require certain conditions be fulfilled prior to the take-off, landing, or operation of an Unmanned Aircraft from certain designated lands within the boundaries of the City.

### **Section 4 – Notice of Intended Operation.**

A. To ensure operations are accountable, no Unmanned Aircraft weighing more than 250 grams shall take-off from, land upon, or be operated from any land within the boundaries of the City without the operator first notifying the City electronically of the intended operation through an internet accessible system to be provided by the City Manager. The electronically filed notice may contain any or all of the following information as required by the City Manager:

1. The name, address, and telephone number of the person or corporation filing the notice and the telephone number at which the operator can be contacted during the operation;
2. The take-off and landing location of the operation;
3. The expected start and end time of the operation (if the operator intends to take-off and land multiple times in the same location, one notice for multiple operations may suffice, so long as the duration of the combined operations does not exceed 4 hours, after which a new notice must be filed);
4. The purpose of the operation;

5. A statement affirming that the operator has consulted relevant City rules and intends to abide by them;

6. Such other information as the City Manager shall deem reasonably necessary to inform the City whether the take-off, landing, or operation will endanger the health, safety, or welfare of persons located within the City, and if such use is inconsistent with this ordinance.

B. Once notice has been electronically filed consistent with this Section 4, the operation may commence without any need for action or approval by the City, so long as such operation is consistent with City rules as outlined in Section 3.

C. Notice pursuant to Section 4 above shall not apply to an operation where the take-off, landing, and operation takes place from an operator's own private property. Such operation may still be subject to nuisance, privacy, and trespass law violations. See [cross-reference to applicable sections of the municipal code].

D. The City Manager may designate areas where notice pursuant to this Section 4 above is not required. Examples of such areas may include locations where operations may be encouraged, such as certain parks and/or model aircraft fields.

E. The City Manager will provide a paper-based procedure as an alternative to the electronic system specified in this Section 4, such system will collect information identical to that specified in this Section 4 (A)(1-6).

### **Section 5 – No Reckless Operation.**

No person may operate an Unmanned Aircraft in a reckless manner so as to create (a) a substantial risk of serious physical injury to another or (b) a substantial risk of damage to the property of another.

## Section 6 – Penalties.

A person who operates an Unmanned Aircraft without first filing notice, may be punished by a fine, not to exceed \$100.

A person found guilty of a reckless operation or operation out of compliance with this ordinance (except for operation without first filing notice), including but not limited to operating an Unmanned Aircraft in violation of any rules developed by the City Manager, may be punished by a fine not to exceed \$500.

### OPTIONAL PROVISIONS

#### *Exemption regarding public use.*

The below language may be included if a City (a) is contemplating its own use of drones, (b) has developed a policy governing City use, and (c) would like to address City use in a separate ordinance that delineates particular restrictions tailored to City use cases.

#### *Section [#]—Exceptions.*

This Ordinance does not apply to an Unmanned Aircraft that is operated by the City, or by any other public agency for government related purposes in compliance with all federal laws and regulations and operated in compliance with City policies.

### FINDINGS AND WHEREAS CLAUSES

*Any of the following findings and whereas clauses can be used to support the introduction of the model ordinance, to the extent required by the particular concerns of a given city.*

WHEREAS, unprecedented advances in Unmanned Aircraft technology have empowered realtors, inspectors, biologists and preservationists, farmers and agricultural researchers, photographers and others to document the world around them in ways that oftentimes replace more hazardous operations; and

WHEREAS, the City supports innovation, STEM education and new technology, and wants to be a home to innovative companies; and

WHEREAS, after studying various alternatives for the regulation of safety, privacy, nuisance, trespass, and related police power and zoning issues raised by Unmanned Aircraft, and taking account the approaches adopted by cities across the nation, which include criminalizing or prohibiting the use of Unmanned Aircraft; and

WHEREAS, the City recognizes that legitimate concerns raised by drones regarding safety, privacy, nuisance, and trespass, can be addressed largely through existing laws; and

WHEREAS, the difficulty of identifying drones operators raises concerns regarding enforcement of existing laws and tying Unmanned Aircraft operators to their devices; and

WHEREAS, the City has exclusive authority over land use and zoning decisions within the City, and multiple court precedents protect the ability of cities to regulate such activities that take place upon City land, including the take-off and landing of aircraft; and

WHEREAS, Unmanned Aircraft are part of an Unmanned Aircraft System that is operated from land; and

WHEREAS, the FAA has declared that State and local governments have historically been able to regulate the take-offs and landings of aircraft within their boundaries;<sup>1</sup> and

WHEREAS, the FAA's MicroUAS (flight over people) task force has recommended that Unmanned Aircraft operators coordinate with State and local officials;<sup>2</sup> and

WHEREAS, the FAA has declared that, depending on the specific nature of the small Unmanned Aircraft operation, the remote pilot in command may need to comply with State and local trespassing rules;<sup>3</sup> and

## A Model for Cities: Drones

WHEREAS, the FAA has declared that “laws traditionally related to State and local police power—including land use, zoning, privacy, trespass, and law enforcement operations—generally are not subject to Federal regulation”;<sup>4</sup> and

WHEREAS, the FAA has declared that the operation Unmanned Aircraft near or over the perimeter or interior of certain locations may violate State or local trespassing laws;<sup>5</sup> and

WHEREAS, the FAA has declared that they lack the resources and willingness to investigate drone related accidents involving less than \$500 worth of damage or injuries that do not require hospitalization; and

WHEREAS, the National Telecommunications and Information Administration (NTIA) best practices for UAV transparency and accountability recommend drone operators should Unmanned Aircraft operations over or within private property without consent of the property owner or without appropriate legal authority;<sup>6</sup> and

WHEREAS, public safety professionals have expressed significant concerns regarding the risks posed by Unmanned Aircraft to, and the difficult of identifying drone operators who interfere with, public safety operations; and

WHEREAS, advances in technology now allow a means to balance innovation and address all of the above stated land use, safety, nuisance, privacy, and trespass concerns.

### Endnotes

**1** Final Rule for Operation and Certification of Small Unmanned Aircraft Systems (“Part 107”), 14 C.F.R. Part 107, available online at [http://www.faa.gov/uas/media/RIN\\_2120-AJ60\\_Clean\\_Signed.pdf](http://www.faa.gov/uas/media/RIN_2120-AJ60_Clean_Signed.pdf)

**2** Final Report, Micro Unmanned Aircraft Systems (UAS) Aviation Rulemaking Committee, available online at [http://www.faa.gov/uas/resources/uas\\_regulations\\_policy/media/Micro-UAS-ARC-FINAL-Report.pdf](http://www.faa.gov/uas/resources/uas_regulations_policy/media/Micro-UAS-ARC-FINAL-Report.pdf) (The ARC recommends that the industry consensus standard include the requirement of a preparation of risk mitigation plan that must address, at a minimum: (a) operator qualifications; (b) the method of approval and compliance with the risk mitigation plan, including the possibility of engagement with appropriate local entities.)

**3** Part 107, available online at [http://www.faa.gov/uas/media/RIN\\_2120-AJ60\\_Clean\\_Signed.pdf](http://www.faa.gov/uas/media/RIN_2120-AJ60_Clean_Signed.pdf)

**4** Part 107, available online at [http://www.faa.gov/uas/media/RIN\\_2120-AJ60\\_Clean\\_Signed.pdf](http://www.faa.gov/uas/media/RIN_2120-AJ60_Clean_Signed.pdf)

**5** Part 107, available online at [http://www.faa.gov/uas/media/RIN\\_2120-AJ60\\_Clean\\_Signed.pdf](http://www.faa.gov/uas/media/RIN_2120-AJ60_Clean_Signed.pdf)

**6** “Voluntary Best Practices for UAS Privacy, Transparency, and Accountability,” National Telecommunications and Information Administration (“NTIA”), [https://www.ntia.doc.gov/files/ntia/publications/voluntary\\_best\\_practices\\_for\\_uas\\_privacy\\_transparency\\_and\\_accountability\\_0.pdf](https://www.ntia.doc.gov/files/ntia/publications/voluntary_best_practices_for_uas_privacy_transparency_and_accountability_0.pdf)